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Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## ABOUT THIS MANUAL

### THE DEPARTMENT OF PERMITTING SERVICES

The Department of Permitting Services (DPS) was created on August 1, 1996. Its mission is to provide the highest quality of customer service while insuring compliance with Montgomery County development and construction standards. The Director, Robert Hubbard, and DPS staff hope that this manual will give you an overview of the processes for obtaining permits, certificates, and licenses issued by DPS; describe other services offered by DPS related to the permitting process; and provide you with an easy reference to DPS services and telephone numbers. This manual should be used only as a guide. Readers of this manual should know that laws, regulations, fees, and DPS procedures may change from time to time. **Always call for the most current information.**

### OTHER AGENCIES AND DEPARTMENTS INVOLVED IN THE DEVELOPMENT PROCESS

This manual focuses on services provided by DPS. However, there are many other agencies and departments involved in approving and reviewing applications prior to DPS's issuing permits, licenses, and/or certificates, such as:

#### Montgomery County Government

- Dept. of Public Works and Transportation
- Dept. of Fire and Rescue Services
- Office of the County Attorney
- Dept. of Environmental Protection
- Dept. of Finance
- Board of Appeals

#### Outside Agencies

- Utility Companies
- State Highway Administration
- WSSC
- Assessments Office
- USDA, Soil Conservation District
- Maryland National Capital Park and Planning Commission
- Historical Preservation Section and Commission

### THE ROLE OF BOARDS IN THE DEVELOPMENT PROCESS

Two Executive Boards are assigned to DPS. Board members are appointed by the County Executive and DPS provides administrative support. The Boards and their roles are:

The Board of Electrical Examiners advises the Director of DPS on the issuance of licenses for journeyman electricians, master electricians, and master electricians limited; and develops, administers, and grades examinations for these licenses.

The Sign Review Board reviews applications for Sign Permits and makes recommendations to the Director as to whether or not a proposed sign complies with the requirements. The Sign Review Board also grants variances where strict application of the sign regulations would result in peculiar and unusual difficulties to, or exceptional or undue hardship upon, the owner of the property or owner of such sign.

### MANUAL UPDATES

This manual will be updated on an annual basis.  
**Always call for the most current information.**

### MANUAL COMMITTEE

Special thanks are due to the authors of this manual: Jay Beatty, Joseph Cheung, Reginald Jetter, Clare Fadden, Fazee Hamilton, Gary Miller, Sarah Navid, Darryl Porterfield, Mary Quattro, John Reinhard and all DPS employees who helped in this endeavor.

(CONTINUED ON OTHER SIDE)

## REFERENCES USED BY THE DEPARTMENT OF PERMITTING SERVICES

REFERENCES	MAY BE PURCHASED FROM
<b>A Guide to Permitting Services</b> (301) 217-6370  <b>Stormwater Management Design Manual for Montgomery County</b> (301) 217-6300  <b>Storm Drain Criteria</b> (301) 217-2104  <b>Design Standards</b> (301) 217-2104	Montgomery County Dept. of Permitting Services 255 Rockville Pike 2nd Floor Rockville, Maryland 20850-4166
<b>Montgomery County Zoning Manual</b>  <b>Montgomery County Code</b>	Sherry Gemperle - (301) 217-2600 Montgomery County Government Office of the County Attorney Rockville, MD 20850
<b>The BOCA (building Officials and Code Administrators) National Building Code</b>  <b>The IMC (International Mechanical Code)</b>  <b>CABO (Council of American Building Officials) One and Two Family Dwelling Code</b>	BOCA International Eastern Regional Office 1 Neshaminy Interplex Suite 201 Trevost, PA 19053-6338 (215) 638-0554
<b>NEC (National Electric Code)</b>	National Fire Protection Association 11 Tracy Drive Avon, MA 02322 1 800-344-3555
<b>1994 Maryland Standards and Specifications for Soil Erosion and Sediment Control</b>	Maryland Department of the Environment Water Management Administration 2500 Broening Highway Baltimore, MD 21224 (410) 631-3543
<b>Technical Release No. 55 (Urban Hydrology Manual)</b>  <b>Technical Release No. 20 (Computer Program for Project Formulation - Hydrology)</b>	U.S. Dept. of Commerce National Technical Information Service 5285 Port Royal Road Springfield, VA 22151 1-800-553-6847
<b>HEC 1, HEC2, HEC-RAS</b>	Hydraulic Engineering Center U.S. Army Corps of Engineers <a href="http://www.hec.usa.army.mil">HTTP://WWW.HEC.USA.ARMY.MIL</a>
<b>Maryland Accessibility Code</b>	Maryland Department of Housing & Community Development 100 Community Place Crownsville, Maryland 21032 (410) 514-7220
<b>A Policy on Geometric Design of Highways and Streets 1990</b>	American Association of State Highway and Transportation Officials 444 North Capitol St. N.W., Suite 255 Washington, DC 20001 1-800-231-3475

This information is available in an alternate format by calling 301 217-6370

## DEPARTMENT OF PERMITTING SERVICES TELEPHONE DIRECTORY

**OFFICE OF THE DIRECTOR**.....(301) 217-6380

### GENERAL INFORMATION

INFORMATION REQUESTS.....(301) 217-6370

MAKING A SEDIMENT AND EROSION CONTROL COMPLAINT.....(301) 217-2654

MAKING A PUBLIC RIGHT-OF-WAY-COMPLAINT .....Eastern Montgomery County (301) 217-2496

..... Western Montgomery County (301) 217-2497

MAKING A ZONING/BUILDING COMPLAINT .....(301) 217-6281

ACCELERATE YOUR PLAN REVIEW AND INSPECTION TIMES .....(301) 217-6370

AUTOMATION ENHANCEMENT FEE .....(301) 217-6380

### ROADS

DRIVEWAY PERMIT .....(301) 217-2104

REVOCABLE PERMIT .....(301) 217-2104

ROADWAY OCCUPANCY PERMIT .....(301) 217-2104

SPECIAL USE PERMIT .....(301) 217-2104

RUSTIC ROADS PLAN REVIEW.....(301) 217-2104

TRAFFIC PLAN REVIEW .....(301) 217-2104

STREET GRADE ESTABLISHMENT PLAN REVIEW .....(301) 217-2104

STORM DRAIN AND PAVING PLAN REVIEW.....(301) 217-2104

GRADING PERMIT.....(301) 217-2104

PAVING PERMIT .....(301) 217-2104

STORM DRAIN PERMIT .....(301) 217-2104

UTILITY PERMIT .....(301) 217-2104

SUBDIVISION RECORD PLATS .....(301) 217-2104

PERFORMANCE BOND .....(301)217-2104

## **WATER RESOURCES**

STORMWATER MANAGEMENT CONCEPT APPLICATION PROCESS.....	(301) 217-6300
FLOODPLAIN STUDY REVIEW PROCESS .....	(301) 217-6300
SPECIAL PROTECTION AREA REVIEW .....	(301) 217-6300
SEDIMENT CONTROL PERMIT.....	(301) 217-6300
BUILDER SEDIMENT CONTROL PERMIT (OWNERSHIP TRANSFER) .....	(301) 217-6300
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DAM BREACH ANALYSIS REVIEW PROCESS .....	(301) 217-6300
SEDIMENT CONTROL AND STORMWATER MANAGEMENT BONDING.....	(301) 217-6300
FLOODPLAIN STATUS REQUEST .....	(301) 217-6300

## **WELL AND SEPTIC**

COUNTY WELL LOCATION PERMIT .....	(301) 217-6160
STATE WELL CONSTRUCTION PERMIT .....	(301) 217-6160
SEWAGE DISPOSAL SYSTEM PERMIT .....	(301) 217-6160
SEWAGE SLUDGE UTILIZATION PERMIT .....	(301) 217-6160

## **ZONING**

SIGN PERMIT .....	(301) 217-6280
SIGN VARIANCE PROCESS.....	(301) 217-6280
RESIDENTIAL VARIANCE.....	(301) 217-6280
HOME OCCUPATION REGISTRATION CERTIFICATE.....	(301) 217-6280
OFF STREET PARKING WAIVER.....	(301) 217-6280
NON-CONFORMING USE CERTIFICATE.....	(301) 217-6327
BED AND BREAKFAST LODGING CERTIFICATE.....	(301) 217-6280
LIMITED DURATION SIGN PERMIT .....	(301) 217-8001



## **BUILDING CONSTRUCTION**

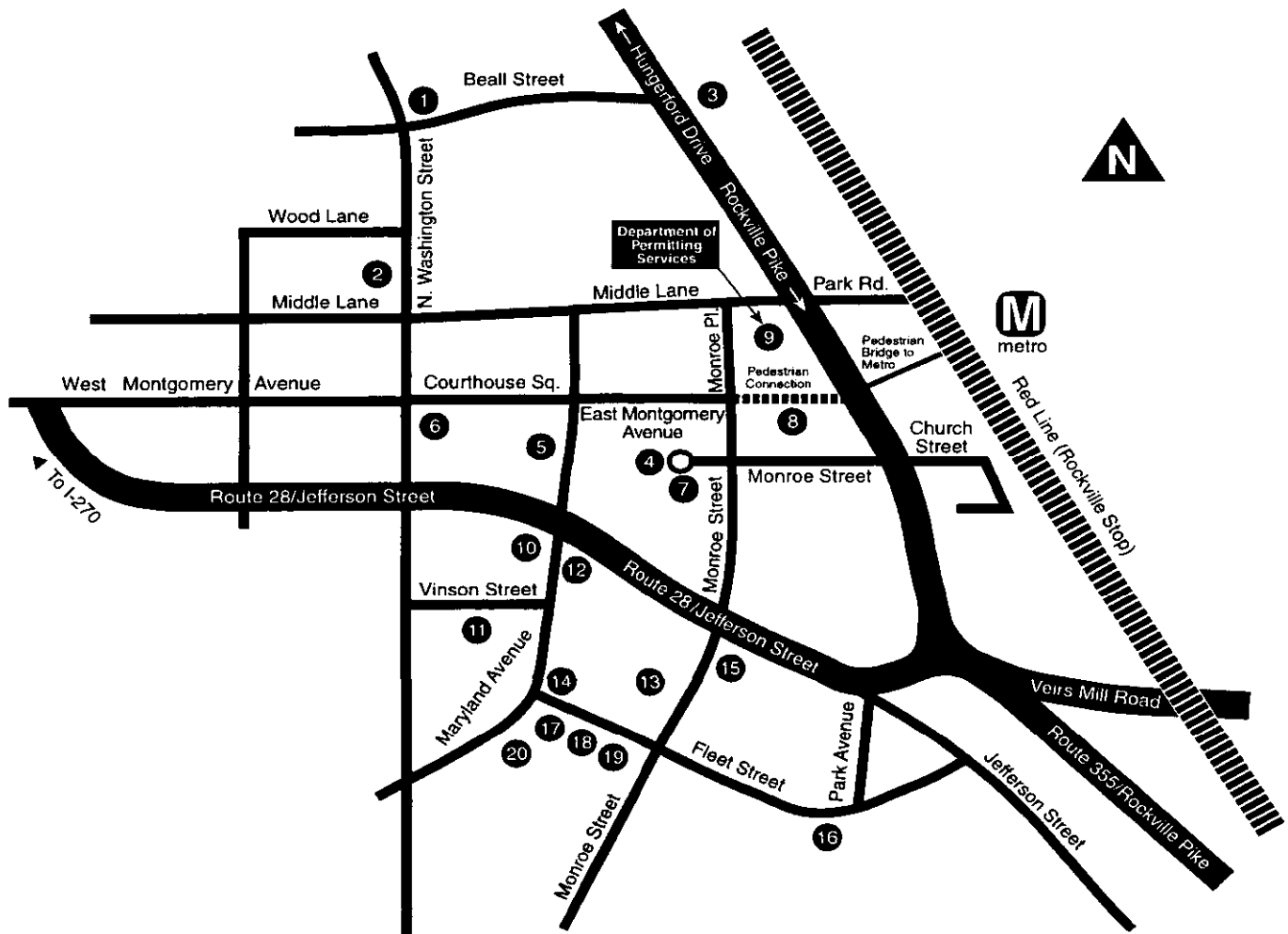
BUILDING PERMITS: NEW HOMES AND CONSTRUCTION OF NEW COMMERCIAL BUILDINGS OR ADDITIONS .....	(301) 217-6370
RELIMINARY DESIGN CONSULTATION .....	(301) 217-6200
COMMERCIAL PLAN SCREENING PROCESS .....	(301) 217-6200
COMPLEX STRUCTURES .....	(301) 217-6240
COMMERCIAL "FAST TRACK" BUILDING PERMIT .....	(301) 217-6200
USE AND OCCUPANCY CERTIFICATE .....	(301) 217-6370
FIRE PROTECTION SYSTEM SUBMITTAL (PRELIMINARY SCREENING) .....	(301) 217-6200
FIRE ALARM PERMIT .....	(301) 217-6370
SPRINKLER PERMIT .....	(301) 217-6370
PRE-CONSTRUCTION MEETING .....	(301) 217-6240
RESIDENTIAL "WALK-THROUGH" PROCESS .....	(301) 217-6200
DEMOLITION PERMIT .....	(301) 217-6370
ELECTRICAL PERMIT .....	(301) 217-6369
FENCE/RETAINING WALL PERMIT .....	(301) 217-6370
HISTORIC AREA WORK PERMIT .....	(301) 217-6370
IMPACT TAXES - BILL 17-86 .....	(301) 217-6370

## **INSPECTIONS**

RESIDENTIAL FOOTING AND PARGING CERTIFICATIONS .....	(301) 217-6240
FINAL INSPECTION WAIVER .....	(301) 217-6240

## **LICENSES**

DOOR TO DOOR VENDOR'S LICENSE .....	(301) 217-6212
REGULAR ROUTE VENDOR'S LICENSE .....	(301) 217-6212
SITE SPECIFIC VENDOR'S LICENSE .....	(301) 217-6212
BENEFIT-PERFORMANCE LICENSE .....	(301) 217-6212



# Montgomery County Government Office Buildings (Rockville, Maryland)

- ① 255 North Washington Street  
New Phase/Commission for Women
- ② 110 North Washington Street
- ③ 401 Hungerford Drive
- ④ Judicial Center, 50 Courthouse Sq.
- ⑤ Red Brick Courthouse
- ⑥ District Courthouse
- ⑦ Executive Office Building  
101 Monroe Street (Parking Below)
- ⑧ 51 Monroe Street, 1 Metro Square  
Department of Permitting Services
- ⑨ 255 Rockville Pike

- ⑩ Rockville Regional Library
- ⑪ Rockville City Hall
- ⑫ Stella Werner Council Office Bldg.
- ⑬ Public Parking Garage
- ⑭ Emergency Communications Center
- ⑮ Juror Parking
- ⑯ 401 Fleet Street
- ⑰ ACS, 101 Fleet Street
- ⑱ TASC, 103 Fleet Street
- ⑲ TASC, 105 Fleet Street
- ⑳ TASC, 150 Maryland Avenue



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301-217-6370/FAX: 217-6381

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# INFORMATION REQUESTS

## WHEN IS A REQUEST FOR INFORMATION FORM NEEDED?

An Information Request form is submitted when individuals wish to review files or obtain copies of documents maintained by DPS.

### Purpose

The purpose of the Information Request form is to provide as much pertinent information as possible to research staff so that they can better provide information and/or copies to the public.

## WHAT IS THE INFORMATION REQUEST PROCESS?

Submit a completed Information Request form to DPS or fax us a written request for public information. No fee is required until the information and/or documents you have requested are made available.

## WHAT WILL THE INFORMATION REQUEST COST?

The fee for photocopies is ten cents per sheet. Microfilm/fiche copies are \$1.50 per sheet. Copies of inspection reports, permits or any other information printed from the computer system is \$1.00 per sheet. A 10% Automation Enhancement Fee will also be added to the above cost.

## WHAT IS THE PROCESSING TIME?

Actual processing time may vary according to workload and/or complexity of the request. Normally, we advise applicants that processing takes a week to ten days.

**NOTE:** There are no microfilm/fiche records for permits issued prior to October 17, 1986.

This information is available in an alternate format by calling 301 217-6377



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255 Rockville Pike, 2nd Fl  
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301-217-2654

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## MAKING A SEDIMENT AND EROSION CONTROL COMPLAINT

The Division of Land Development accepts Investigation Requests via written correspondence, walk in visits, and telephone calls to the Sediment and Erosion Control Investigation Request Line. That telephone number is 301-217-2654.

The typical complaint involves construction and earth moving activities. Normally, these complaints involve concerns of grading without proper permits or sediment run-off onto private property, streams, public roads and right of ways.

Once a request is received, an investigator will make initial contact with the requestor. This usually takes place within one workday. The initial contact allows the investigator an opportunity to discuss the nature of concern, to determine whether or not a violation has occurred, and to decide if it is within our jurisdiction to pursue. If so, the investigator conducts an on-site inspection to confirm that a violation has occurred.

If a permitted project is in violation, an inspection report is written detailing the code violation and given to the project inspector for that area. If the site is in violation and has no permit, the investigator will issue a Stop Work Order, Civil Citation, and Notice of

Violation requiring the owner to obtain the proper permit(s) for construction activity.

The investigator informs the requestor as to his/her findings, and will advise the requestor once the case is closed. The amount of time involved from beginning to end is determined by the circumstances surrounding the violation.

Other agencies that Erosion and Sediment Control Investigators work closely with are:

1. Montgomery County, Department of Environmental Protection  
Stormwater Facility Maintenance
2. Montgomery County, Department of Public Works and Transportation
3. Washington Suburban Sanitary Commission
4. Maryland National Capitol Park & Planning Commission
5. Montgomery County, Department of Housing and Community Affairs
6. Maryland Department of the Environment
7. United States Army Corps of Engineers

This information is available in an alternate format by calling 301 217-2654



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255 Rockville Pike, 2nd Fl  
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301 217-2496 Eastern Mont.Co.  
301 217-2497 Western Mont. Co.  
Fax: 301 217-8690

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## MAKING A PUBLIC RIGHT-OF-WAY COMPLAINT

### What is a Public Right-of-way complaint?

All construction in the **Public Right-of-way** requires a permit. A complaint of this nature would include work on the County portion of the property frontage for example:

- Driveway work
- Retaining walls
- Utility Company Installations
- Other structures
- Curbs
- Drainage or sump pump discharge
- Dumpster placement
- Other objects (fences, gardens, etc)

DPS will only allow certain types of construction in the **Public Right-of-way**.

### What occurs after filing a request?

Complaint requests are assigned to a DPS investigator/inspector. An investigation will be conducted, and if a violation is found, the proper person or party will be notified to correct the violation. If the violation is not corrected in a timely manner, legal proceedings such as a civil citation (ticket) that carries a fine may be issued. If the type of construction is allowed, the affected party will be required to obtain the proper permits.

### Will I be informed of the results of an investigation?

The DPS official investigating the request will inform the requestor of important developments and the final outcome of his/her request during the course of investigation.

### How long can I expect the investigation to take?

Normally, the initial visit to the site should occur within one to three days from the receipt of the complaint. Work load and case complexity will determine the actual time frame of the investigation process.

This information is available in an alternate format by calling 301 217-6281



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255 Rockville Pike, 2nd Fl  
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301-217-6281/FAX: 217-6381

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# MAKING A ZONING/ BUILDING COMPLAINT

## HOW IS A ZONING/BUILDING COMPLAINT MADE?

DPS maintains a phone line for citizens to request investigations of suspected zoning violations and illegal construction activities (building without permits). The phone number is 301-217-6281.

Zoning complaints typically involve allegations of improper uses/activities in residential, business, and other zones and violations of building restrictions such as setbacks, lot coverage, and height limits. Complaints may be also registered about building construction and electrical work having been done without permits.

## WHAT OCCURS AFTER FILING A COMPLAINT?

Complaints are assigned to zoning/building investigators/inspectors who, if they find violations, instruct the violators to take corrective action. If a violation is not corrected within a reasonable time, the investigator/inspector will undertake legal proceedings, such as issuing civil citations (tickets). Complainants' names are kept confidential by the department.

## WILL THE RESULTS OF AN INVESTIGATION BE AVAILABLE?

The zoning official investigating the complaint will inform the complainant of important developments in the case and its final outcome.

## HOW LONG WILL THE INVESTIGATION TAKE?

Normally, the initial stages of the investigation begin within one to three days from the receipt of the complaint.

Actual investigation time may vary according to workload and/or complexity of the complaint.

This information is available in an alternate format by calling 301 217-6281



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# ACCELERATE YOUR PLAN REVIEW AND INSPECTION TIMES

## HOW CAN I ACCELERATE MY PLAN REVIEW AND INSPECTION TIMES?

**OVERTIME OFFSET SERVICES** - With the approval of Executive Regulation 17-97, the Department of Permitting Services created the "Overtime Off-Set Program." This program makes expedited services available to customers who pay a fee for overtime work performed by DPS staff. DPS staff offer the services listed below during non-business hours, provided that staff are available.

- **THE CONSTRUCTION OF BUILDINGS**

- Includes plan review and inspection services for residential, commercial, and industrial work. This area provides plan review in the fields of zoning, construction standards, and building and electrical permits/inspections. Call 301 217-6240 for inspection information, and call 301 217-6200 for plan review information.

- **SEDIMENT CONTROL AND STORMWATER MANAGEMENT**

- Includes plan review and inspection services for large and small areas of land disturbance. This area provides plan review for erosion and sediment control, stormwater management, floodplain districts, fire protection systems, and special protection areas. Call 301 217-6300 for plan review information. Call 301 217-6301 for inspection services on sediment control, floodplain, and stormwater management permits.

- **RIGHT-OF-WAY AND DRIVEWAY ACCESS**

- Includes plan review and inspection services for construction work done in public right-of-way. This area provides plan review for all grading, construction, paving, repair, and maintenance of streets and driveways. Call 301 217-2496 or 2497 for inspection information.

## NOTES OF IMPORTANCE

- Payment of overtime plan-review fees must be made prior to permit issuance. The fee for plan review and inspection overtime off-set is 1.5 times the applicable fee. The fee for plan review and/or inspection overtime offset can be from 1.25 to 1.50 times the applicable fee. A 10% Automation Enhancement Fee will also be added to the above cost.
- Payment of overtime inspection fees may be accomplished in two ways: 1) coupons, in 1/2 hour increments, can be purchased from our offices during normal business hours; or, 2) DPS inspection personnel can issue invoices for actual overtime used for inspections. Occupancy and final inspections must be paid with coupons. All outstanding invoices must be paid prior to occupancy final inspection and bond release. Current overtime inspection rates are \$50 per hour; minimums and travel time may apply.
- Overtime inspection services are available on Saturdays between the hours of 7AM and 2PM. (Selected holidays and after hours on weekdays may be available on a case-by-case basis.)

(CONTINUED ON OTHER SIDE)

## ACCELERATE YOUR PLAN REVIEW AND INSPECTION TIMES

- Due to the current configuration of DPS offices, permits are issued from multiple locations. As a result, each location must be notified, and separate fee and work schedules must be used to provide the overtime services. These services are provided on a first-come, first served basis using available resources. DPS will assist its clients to decide how best to satisfy their needs.
- Well-and-Septic-system plan review and inspections are not currently offered.
- Fire Code Inspections are not performed by DPS staff and therefore cannot be offered as an overtime offset.
- **DPS does not control nor influence other agencies' (DHHS, M-NCPPC, WSSC, MC-DPWT, etc.) involvement in the development process. However, we can provide our customers with the phone numbers for these agencies.**

This information is available in an alternate format by calling 301 217-6370





Montgomery  
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255 Rockville Pike, 2nd Fl  
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301-217-6380/FAX: 217-6381

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## AUTOMATION ENHANCEMENT FEE

DPS is finally in a position to implement the development of a new permitting system which will allow off-site inquiries, electronic plan submission, 24 hour remote inspection requests, and inspection scheduling. This regulation implements a 10% "automation surcharge" to be assessed on every permit and license which the department issues. This revenue is targeted for the replacement of the current permit system, and subsequent licensing requirements. The fee will remain in effect until the cost of the new system has been completely paid. At that time, automation modernization and licensing costs will be included in the calculation of routine costs and reflected in the regular fee schedules.

We hope that this information is helpful. We have begun charging the new fees on all applications for permits and licenses which are accepted on or after July 1, 1998.

If you would like a copy of the new schedule of fees, they are available in our offices.

This information is available in an alternate format by calling 301 217-6380

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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-2104/FAX: 217-2575

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# DRIVEWAY PERMIT

*Permit for construction on property dedicated to public use*

## WHEN IS A DRIVEWAY PERMIT REQUIRED?

A Driveway Permit is required to construct a new driveway, to modify an existing driveway, or to install a temporary construction entrance within the public right-of-way. It ensures the stability of the public roadway and provides for safe and uniform access from abutting properties. The driveway permit may also include any necessary sidewalk, curb-and-gutter, shoulder and ditch improvements.

## WHAT IS THE DRIVEWAY PERMIT APPLICATION PROCESS?

The applicant completes the Application for Construction on Property Dedicated to Public Use. This should include a sketch showing the driveway location.

DPS determines the scope of work involved in construction of the driveway and determines a bond amount to ensure completion of the construction. DPS notifies the applicant of the bond and fee amount in writing.

The applicant posts a bond with the required non-refundable fee.

DPS reviews and approves cash bonds, certificates of guarantee and performance bonds. Letters of credit are submitted to the County Attorney for approval. DPS then issues the Driveway Permit. When the bond has been approved, DPS releases that portion of the applicant's pending building permit.

After permit issuance, and 48 hours prior to starting driveway construction, the permittee contacts the Highway Construction Field Supervisor listed on the permit to schedule an inspection.

The permit requires a minimum of two inspections:

- forms, subgrade
- final

The applicant secures his/her own contractor to construct the driveway. (DPS does not construct the driveway for the applicant.)

## WHAT WILL THE DRIVEWAY PERMIT COST?

- Bond - standard driveway construction bond amounts are listed in the most recent "Bond Estimating Prices" publication. Construction in addition to the standard driveway will be bonded at an additional cost.
- Fee - 8.25 % of the bond  
The above cost includes the 10% Automation Enhancement Fee.

## HOW LONG WILL IT TAKE DPS TO ISSUE THE DRIVEWAY PERMIT?

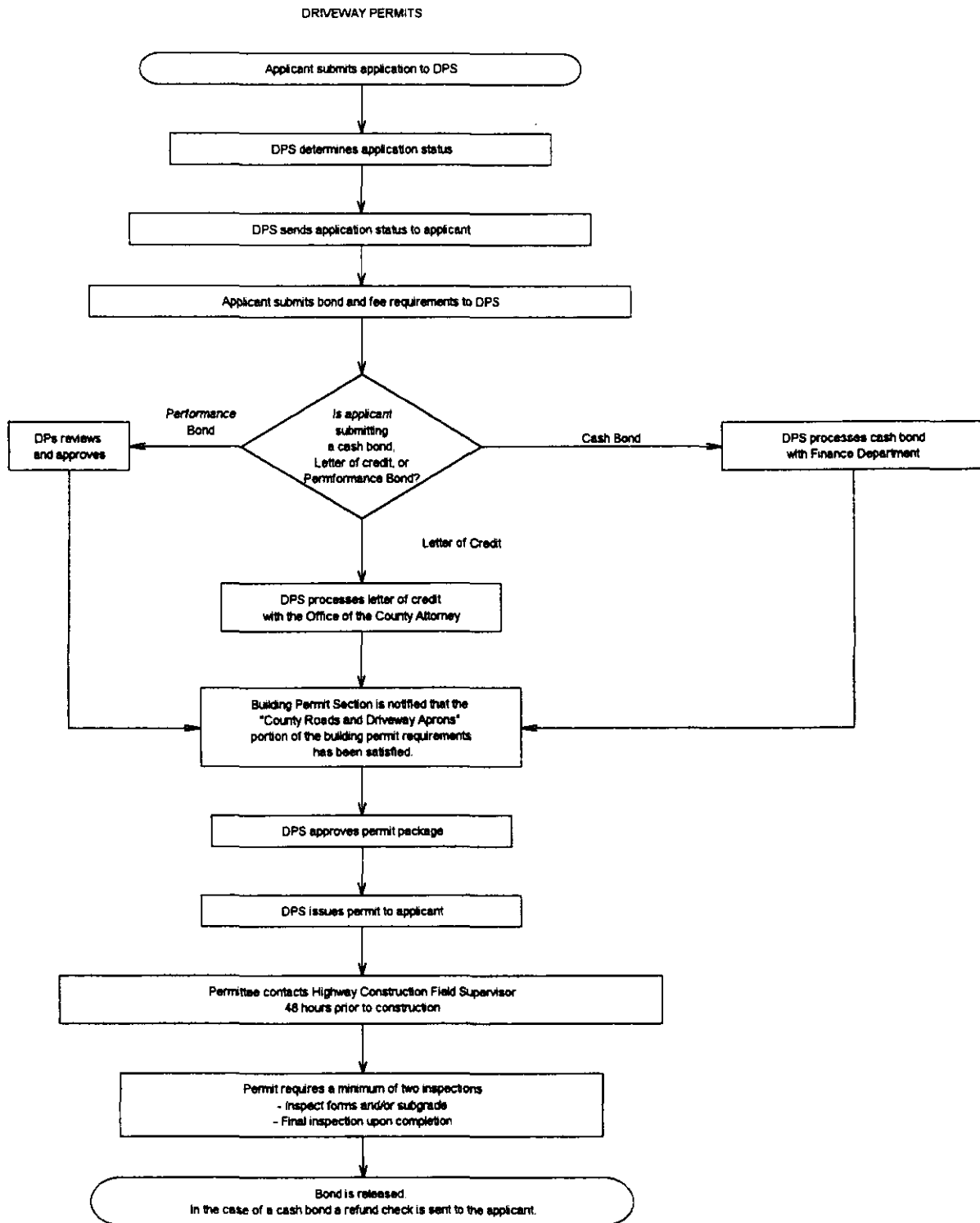
- Residential driveways - approximately two weeks review time, plus one week permit-issuance time after DPS receives the fee and bond.
- Commercial driveways - approximately three weeks review time plus one week permit-issuance time after DPS receives the fee and bond.
- Temporary construction entrance - same as residential driveways.

**Note:** Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request to the Highway Construction Field Supervisor is required for permit extension. There is no fee for permit extension.

(CONTINUED ON OTHER SIDE)

## DRIVEWAY PERMIT PROCESS AT A GLANCE



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# REVOCABLE PERMIT

*Permit for construction on property dedicated to public use*

## WHEN IS A REVOCABLE PERMIT NEEDED?

A Revocable Permit is required to place or construct non-standard item(s) within a public right-of-way, storm-drainage easement, or public-improvement easement. Examples of non-standard items are: fences, walls, canopies, plantings, subdivision identification signs, benches, tables and chairs (outdoor cafes), etc. The permit allows the applicant to occupy County-controlled areas and indemnifies the County against any liability associated with the item(s). The agreement also requires the applicant to maintain the permitted item and to remove it in the future if deemed necessary by DPS.

## WHAT IS THE REVOCABLE PERMIT APPLICATION PROCESS?

The applicant completes the Application for Construction on Property Dedicated to Public Use and includes a sketch showing a detail of the proposed construction and its location.

DPS determines if the type of work and the location of the item is acceptable and not a potential safety hazard to the general public. If the request is permissible, DPS also determines whether, a **Special Use Permit** is required to ensure completion of the construction and/or restoration of the right-of-way if damaged. DPS sends the applicant a Maintenance and Liability Agreement which the applicant

completes, notarizes, and returns to DPS along with any required bond and fee.

DPS reviews and approves the agreement and notifies the applicant that it is ready for him/her to record in the Land Records. The Revocable Permit, (and **Special Use Permit**, if applicable) is issued after the agreement has been recorded.

## WHAT WILL THE REVOCABLE PERMIT COST?

Generally there is no bond or fee for a Revocable Permit. However, if a **Special Use Permit** is required, a bond must be posted, and a fee equal to 8.25 percent of the bond will be charged. The above cost includes the 10% Automation Enhancement Fee.

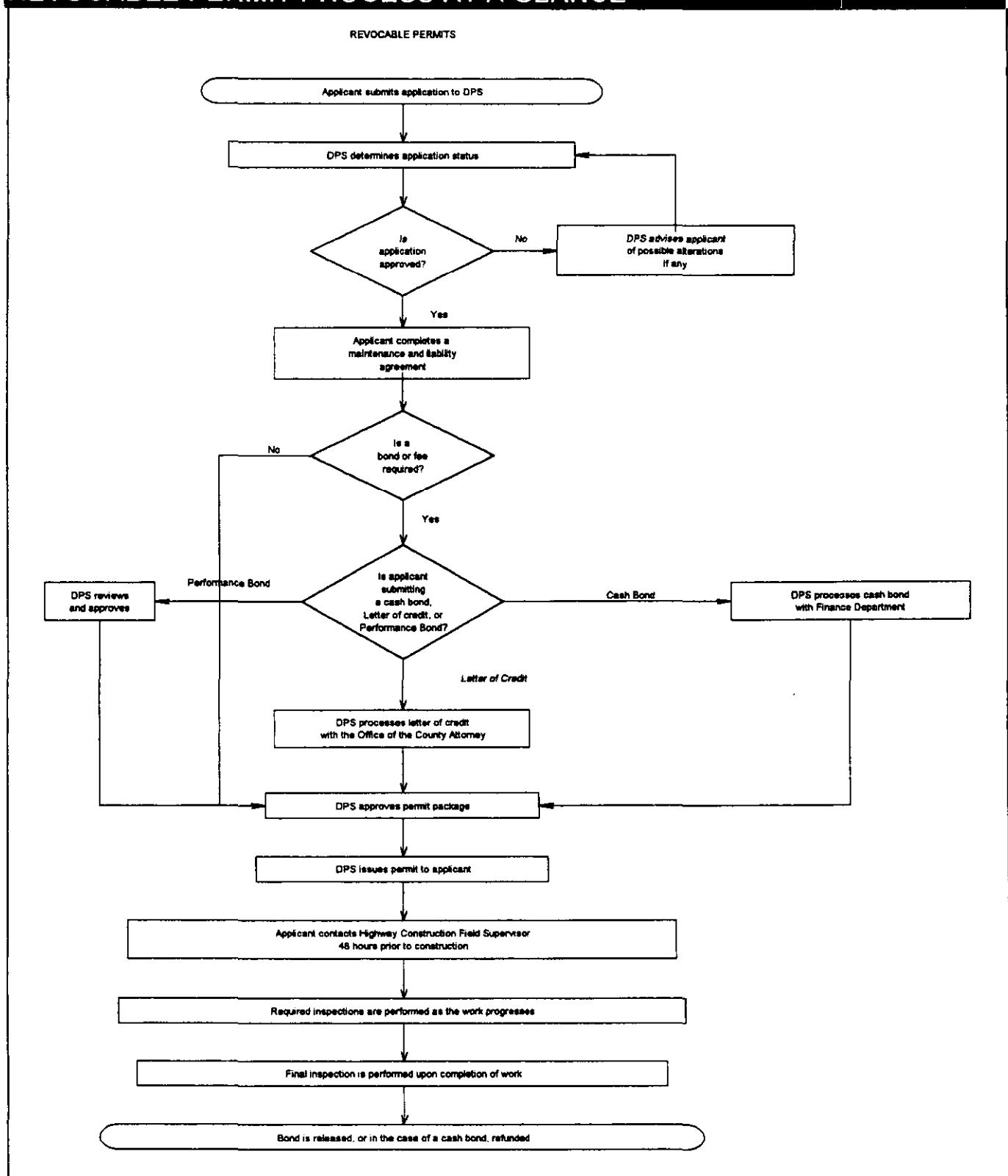
## HOW LONG WILL IT TAKE DPS TO ISSUE THE REVOCABLE PERMIT?

It will take approximately five to six weeks to process the permit. This includes the time required to process a Special Use Permit, if applicable.

Note: Actual processing time may vary according to workload, complexity of the project, and number of reviews required.

(CONTINUED ON OTHER SIDE)

# REVOCABLE PERMIT PROCESS AT A GLANCE



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# ROADWAY OCCUPANCY PERMIT

*Permit for construction on property dedicated to public use*

## WHEN IS A ROADWAY OCCUPANCY PERMIT NEEDED?

A Roadway Occupancy Permit is required to work on private property when that work requires occupancy of the public right-of-way. For example, a permit would be required to place a crane on a public street to replace air conditioning units, windows, facade panels, etc. on an adjacent building. Depending on the scope of work, this permit may be issued in conjunction with a **Special Use Permit**.

## WHAT IS THE ROADWAY OCCUPANCY APPLICATION PROCESS?

The applicant receives a checklist and completes the Application for Construction on Property Dedicated to Public Use. This submittal should include two copies of a scaled drawing that shows all pertinent information included on the check-list handout.

DPS determines and approves the scope of work and forwards the applicant's traffic-control concept plan to the Department of Public Works and Transportation for approval of the Traffic Control Plan (TCP).

After permit issuance and twenty-four (24) hours prior to starting the work, the permittee must notify the agencies listed on the permit that it has been issued.

## WHAT WILL THE ROADWAY OCCUPANCY PERMIT COST?

Generally, other than a Certificate of Insurance, there is no bond or fee required for a short-term Roadway Occupancy Permit (one or two days of work). However, if a **Special Use Permit** is required, a bond must be posted and a fee will be charged.

A longer term Roadway Occupancy Permit will require a **Special Use Permit**.

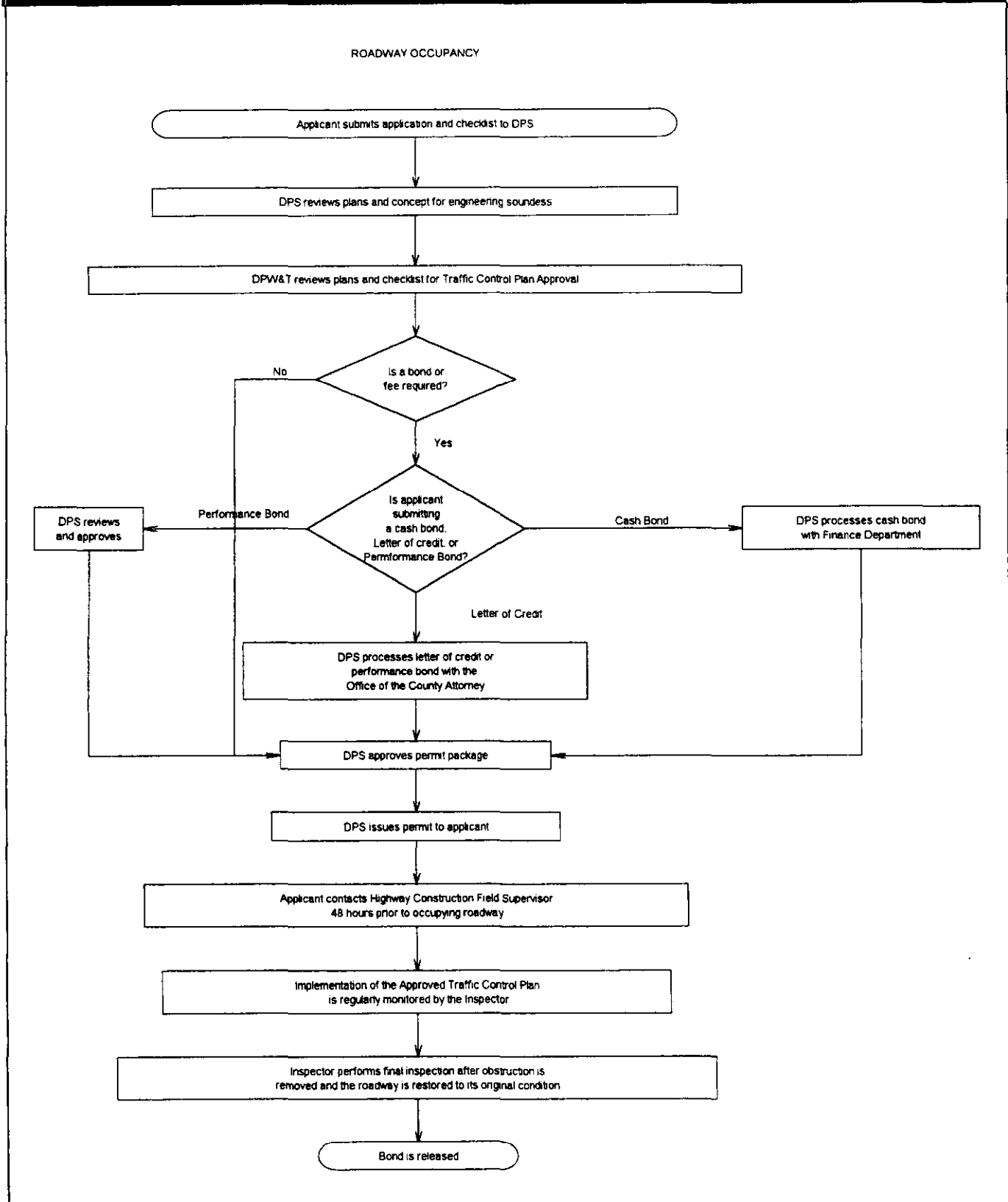
## HOW LONG WILL IT TAKE DPS TO ISSUE THE ROADWAY OCCUPANCY PERMIT?

It will take approximately two weeks to process the permit.

Note: Actual processing time may vary according to workload, complexity of the project, number of reviews required, and the need for a **Special Use Permit**.

(CONTINUED ON OTHER SIDE)

## ROADWAY OCCUPANCY PERMIT PROCESS AT A GLANCE



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# SPECIAL USE PERMIT

## *Permit for construction on property dedicated to public use*

### **WHEN IS A SPECIAL USE PERMIT NEEDED?**

A Special Use Permit is required to construct, maintain, repair, improve, grade, fill, dig into or under, erect or place any structure, fence, post, wall, or other object in or on any public street, right-of-way, or easement. Some examples of uses which would require this permit are landscaping, discharging sump pumps/roof drains, minor grading, clearing, temporary placement of construction dumpsters and construction of walls and fences. Some of these uses may require additional permits.

### **WHAT IS THE SPECIAL USE APPLICATION PROCESS?**

The applicant completes the Application for Construction on Property Dedicated to Public Use and includes a sketch showing the location of the item or the limits of the work.

DPS determines if the type of work and the location of the item is acceptable and not a potential safety hazard to the general public. If the request is permissible, DPS determines a bond amount to ensure completion of the construction and/or restoration of the right-of-way if damaged. DPS notifies the applicant of the bond and fee amount in writing.

The applicant posts a bond and submits the required non-refundable fee.

DPS submits the bond for approval and issues the Special Use Permit.

The applicant secures his/her own contractor to complete the work as specified in the permit.

After permit issuance and 48 hours prior to starting construction, the permittee must schedule an inspection with the Highway Construction Field Supervisor listed on the permit. Inspections are performed as the work progresses, and a final inspection is required upon completion of the work.

### **WHAT WILL THE SPECIAL USE PERMIT COST?**

- Bond - DPS determines the bond amount based on the type and amount of the work in the right-of-way/easement. The bond amount includes the cost to repair the public area that could be damaged during construction.
- Fee - 8.25 % of the bond  
The above cost includes the 10% Automation Enhancement Fee.

### **HOW LONG WILL IT TAKE DPS TO ISSUE THE SPECIAL USE PERMIT?**

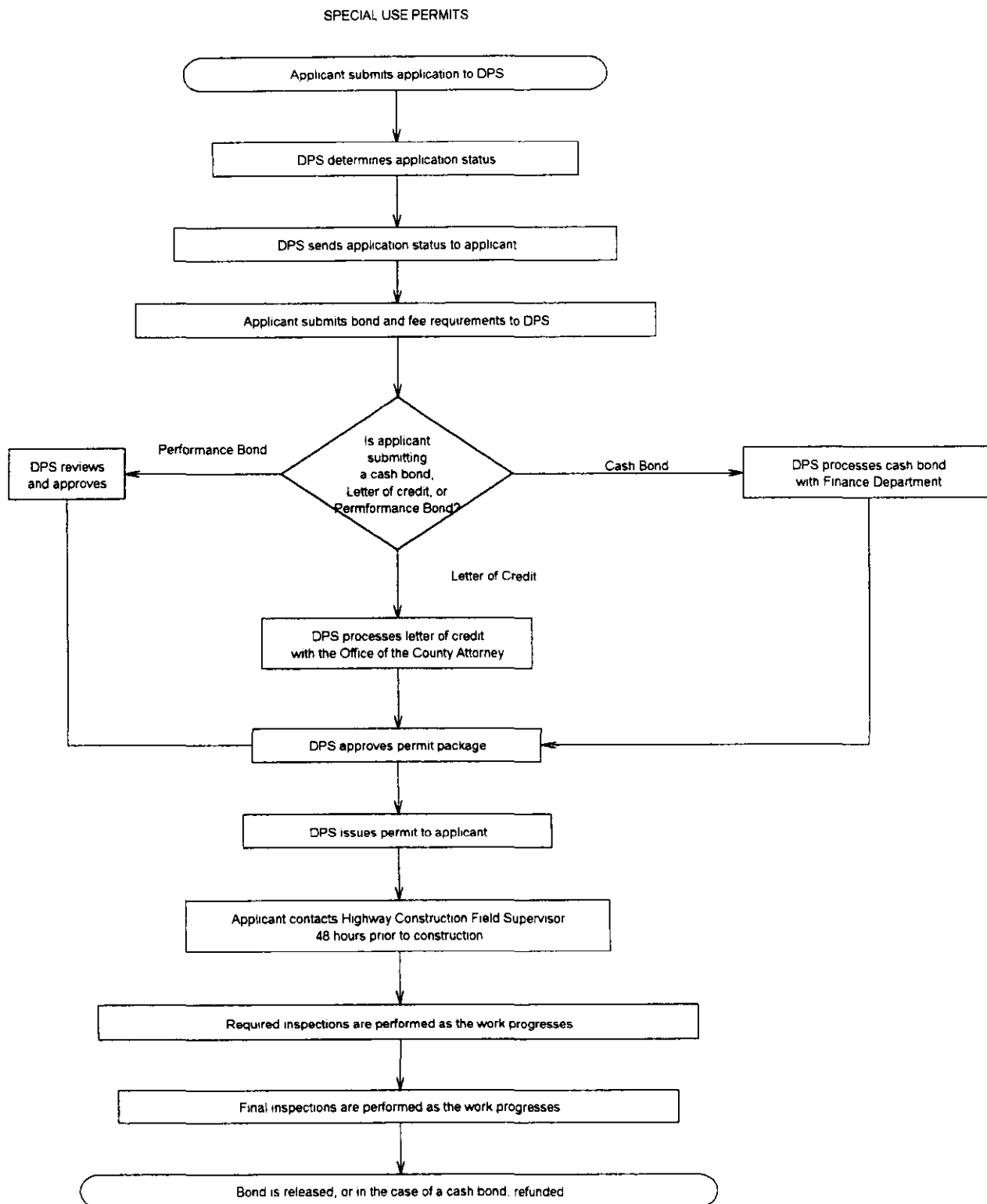
It will take approximately two weeks review time plus an additional three weeks to process the permit after DPS receives the fee and bond.

Note: Actual processing time may vary according to workload, complexity of the project, and number of reviews required.

The permit is valid for 18 months. A written request to the Highway Construction Field Supervisor is required for permit extension. There is no fee for permit extension.

(CONTINUED ON OTHER SIDE)

## SPECIAL USE PERMITS PROCESS AT A GLANCE



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# RUSTIC ROADS PLAN REVIEW

## WHAT IS A RUSTIC ROAD AND A RUSTIC ROAD PLAN REVIEW?

Chapter 49, Article VII of the Montgomery County Code, and its associated Executive Regulations, classify certain roads in the county as rustic roads and requires that special care be exercised whenever any work is proposed within a rustic road right-of-way. A rustic-road plan review or permit review is an additional review of proposed work on or adjacent to a rustic road to assure compliance with the law and the Executive Regulations. In general, this review takes place concurrently with review and approval of the appropriate permit for construction on property dedicated to public use (Driveway Permit, Grading Permit, Paving Permit, Special Use Permit, Utility Permit, etc.).

## HOW DO I SUBMIT A PLAN FOR RUSTIC ROAD REVIEW?

The review process is handled in one of the following two ways:

### Routine projects

Upon receipt of a permit application, DPS staff determines whether the road is classified as a rustic road and submits the application to the Rustic Roads Advisory Committee for review and comment, if appropriate. Recommendations of DPS staff and the Rustic Roads Advisory Committee are then incorporated into the permit requirements, and the permit continues through the normal process.

## Major Projects

On projects which have major impacts on rustic roads, such as County Capital Improvement Program work, major utility construction, or subdivision development adjacent to a Rustic Road, advance coordination is necessary to avoid unnecessary design costs and unacceptable intrusion on the rustic character of the roadway. Applicants obtain copies of the Rustic Road law and Executive Regulations to be sure that their proposals comply with these guidelines. DPS staff and the Rustic Road Advisory Committee work with applicants to arrive at an agreement on the scope and character of the work to be performed. For new subdivisions, this coordination is initiated at, or prior to submission of the Preliminary Plan to the Planning Board.

## WHAT IS THE RUSTIC ROAD ADVISORY COMMITTEE?

The Committee is comprised of seven citizen members appointed for three-year terms by the County Executive for the purpose of review and comment on work to be performed on or adjacent to a rustic road.

## WHAT IS THE COST OF A RUSTIC ROAD REVIEW?

There is no additional cost associated with the rustic road review. Generally, the cost of engineering, design and construction is less than the cost for comparable work on a non-rustic road, and therefore, permit and bond fees may be lower.

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# TRAFFIC PLAN REVIEW

## WHAT IS A TRAFFIC PLAN REVIEW?

A traffic plan review is an evaluation of pedestrian and vehicular circulation on development site plans and of traffic design parameters in roadway geometric plans. The review ensures that safe, efficient, and appropriate traffic accommodations are provided on public roads and publicly-used facilities during the development process.

## WHEN IS A TRAFFIC PLAN REVIEW NECESSARY?

A traffic review is required by the Planning Board for development that requires site-plan approval. This review is coordinated with the Department of Public Works and Transportation (DPWT).

Most commercial sites requiring a Driveway Permit or a Storm Drain and Paving Permit will require a traffic review.

The County Code (Sec. 59-E-4.1) requires a traffic review for all parking facilities plans.

## WHAT WILL BE COVERED IN THE TRAFFIC REVIEW?

The following items, as applicable, will be assessed:

- That pedestrian walkways and depressed curb ramps are provided, as needed, on-site, adjacent to the site, and connecting the site to the adjacent street/sidewalk.
- That an adequate number of off-street loading spaces and truck circulation pattern is provided (See DPS Off-Street Loading Criteria).

- That adequate sight distance is provided at driveways and streets intersecting county roads. (See Sight Distance Evaluation Certification form).
- That driveways and intersections are located and spaced safely and designed to accommodate expected traffic volumes and maneuvers.
- That the on-site vehicular circulation and parking layout is safe and efficient.
- That auxiliary traffic lanes (left, right, acceleration, deceleration) are provided on roadways, when necessary, and have adequate lengths and tapers/transitions.

## HOW IS A PLAN SUBMITTED FOR TRAFFIC REVIEW, AND HOW LONG WILL IT TAKE?

The traffic review will automatically be conducted as part of any applicable permit review process (Driveway Permit, Paving Permit, Building Permit), or as part of the development-review process and is included in the time frames provided under individual permit descriptions.

## WHAT IS THE COST OF A TRAFFIC REVIEW?

There is no additional cost associated with the traffic review.

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# STREET GRADE ESTABLISHMENT PLAN REVIEW

## WHAT IS A STREET GRADE-ESTABLISHMENT PLAN?

A grade-establishment plan sets the vertical profile for the centerline of a street in such a manner that vertical curves are sufficiently long to provide adequate sight distance (and at night, headlight sight distance). This sight distance allows motorists adequate distance to see oncoming vehicles and roadway obstructions. It also allows motorists entering the street adequate distance to see approaching vehicles and enough space to accelerate into the travel lane. A properly designed side-street vertical profile allows an approaching vehicle to stop safely at an intersection.

## WHY IS IT NECESSARY TO SUBMIT A STREET-GRADE-ESTABLISHMENT PLAN TO THE COUNTY FOR REVIEW?

The County reviews street-grade-establishment plans for street construction on property dedicated to public use in order to ensure conformance with the County Code and various county regulations which ensure safe sight distance based on the classification speed of the roadway. The typical road section is also reviewed during this phase of the development process to ensure proper right-of-way grading by the applicant's excavation contractor.

## WHAT ARE PROCEDURES FOR STREET GRADE- ESTABLISHMENT PLAN REVIEW?

The applicant submits the grade-establishment forms (**Transmittal Form and Grade Establishment Review Checklist**) and a plan prepared by a State of Maryland Registered Land Surveyor or Registered Engineer to the Department of Permitting Services (DPS).

DPS reviews the plans for conformance with established county requirements and sound engineering practices. When the review is completed, DPS stamps the plans "APPROVED FOR STREET GRADE ONLY," signs them, and notifies the applicant of plan approval. Grade establishment plans also require the signature of the Maryland National Capital Park and Planning Commission (MNCPPC). After DPS signature, the applicant must also forward the plans to the Development Review Office for MNCPPC approval. MNCPPC is located at 8787 Georgia Avenue in Silver Spring (phone 301-495-4585).

MNCPPC assigns an approved profile number to the plan and keeps a master file of street grade establishments in Montgomery County. Copies of grade establishments are available from its Information Office also at 8787 Georgia Avenue.

After both approvals have been obtained, the Applicant's Engineer or Land Surveyor may submit the necessary information for the grading permit application (see **Grading Permit**)

## WHAT WILL THE GRADE ESTABLISHMENT-PLAN REVIEW COST?

There is no charge for the plan review.

## HOW LONG DOES DPS APPROVAL OF THE GRADE ESTABLISHMENT PLAN TAKE?

The grade-establishment plan review takes approximately three weeks for each submittal. Total processing time depends on the number of submittals.

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# STORM DRAIN AND PAVING PLAN REVIEW

## WHAT IS A STORM DRAIN AND PAVING PLAN REVIEW?

A storm drain and paving plan review is a detailed engineering analysis of the design of the street layout and amenities; such as curbs, side-drainage ditches, sidewalks, enclosed storm drains, and street lights; necessary to provide safe vehicular and pedestrian flow during a paving operation. This review determines whether or not sufficient information exists to allow the construction of the street and its inspection by the Department of Permitting Services (DPS).

## WHY IS IT NECESSARY TO SUBMIT A STORM DRAIN AND PAVING PLAN TO THE COUNTY FOR REVIEW?

The County reviews all street construction plans for compliance with the County Code, the Storm Drain Criteria, and various County regulations which ensure public safety and roadway durability. The review also provides documentation for future work within or adjacent to the right-of-way and ensures that future road maintenance costs will be minimized.

## WHAT ARE THE PROCEDURES FOR STORM DRAIN AND PAVING PLAN REVIEW?

The applicant submits the storm-drain and paving application forms (**Transmittal Form and Paving/Storm Drainage Plans Review Checklist**) with plans prepared by a State-of-Maryland-registered engineer.

DPS reviews the plans for conformance with established county requirements and sound engineering practices. When the review is complete, DPS stamps the plans "FINAL APPROVAL" and signs them. DPS notifies the applicant when the plans have been signed so that they may be picked up. After approval, the applicant's Engineer can submit the necessary information for the Storm Drain and/or Paving Permit application (see **Storm Drain Permit** or **Paving Permit**).

## WHAT WILL THE STORM DRAIN AND PAVING PLAN REVIEW COST?

There is no charge for the plan review.

## HOW LONG DOES APPROVAL OF THE STORM DRAIN AND PAVING PLAN TAKE?

The storm-drain-and-paving plan review takes approximately four weeks for each submittal. Total processing time depends on the number of submittals.

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# GRADING PERMIT

*Permit for construction on property dedicated to public use*

## WHEN IS A GRADING PERMIT REQUIRED?

A Grading Permit is required before any roadway construction may be started in the public right-of-way. It ensures that roadway grades are appropriate for the safe and efficient movement of vehicular traffic and that roadway sub-grades are sufficient for load-bearing and pavement longevity.

## WHAT IS THE GRADING PERMIT APPLICATION PROCESS?

The applicant submits a roadway grade establishment package (**Transmittal Form and Checklist for Grade Establishment Plan**) with plans prepared by a Surveyor or Engineer licensed in the State of Maryland. DPS will review and approve the package.

The applicant submits a Grading Permit application package ( **Transmittal and Checklist for Grading Permit** ) with plans, including a Soil Report, for review and approval.

DPS prepares the actual Grading Permit application (Application for a Permit for Construction on Property Dedicated to Public Use) for the applicant.

The applicant returns the signed application with the required fee (non-refundable), posts a bond, and submits any outstanding checklist information.

DPS submits the bond to the County Attorney for approval; reviews the submitted information for completeness, including verification of Sediment Control Plan approval (see **Sediment Control Permit**); and issues the Grading Permit.

After permit issuance, and 48 hours prior to starting the grading operation, the permittee contacts the Highway Construction Field Supervisor to schedule an inspection. Required inspections and testing are performed both during the work and after its completion.

## WHAT WILL THE GRADING PERMIT COST?

- Bond - Cash, Letter of Credit or Performance Bond equal to construction cost based on DPS standard unit prices using approved quantities estimate from application package. Standard format for Letter of Credit and Performance Bond will be provided by DPS.
- Fee - 8.25 % of the bond  
The above cost includes the 10% Automation Enhancement Fee.

## HOW LONG WILL IT TAKE DPS TO ISSUE THE GRADING PERMIT?

DPS will prepare the application in approximately four weeks. The permit will be issued within approximately three weeks, after DPS receives the signed application, the fee, bond approval, and any outstanding checklist information.

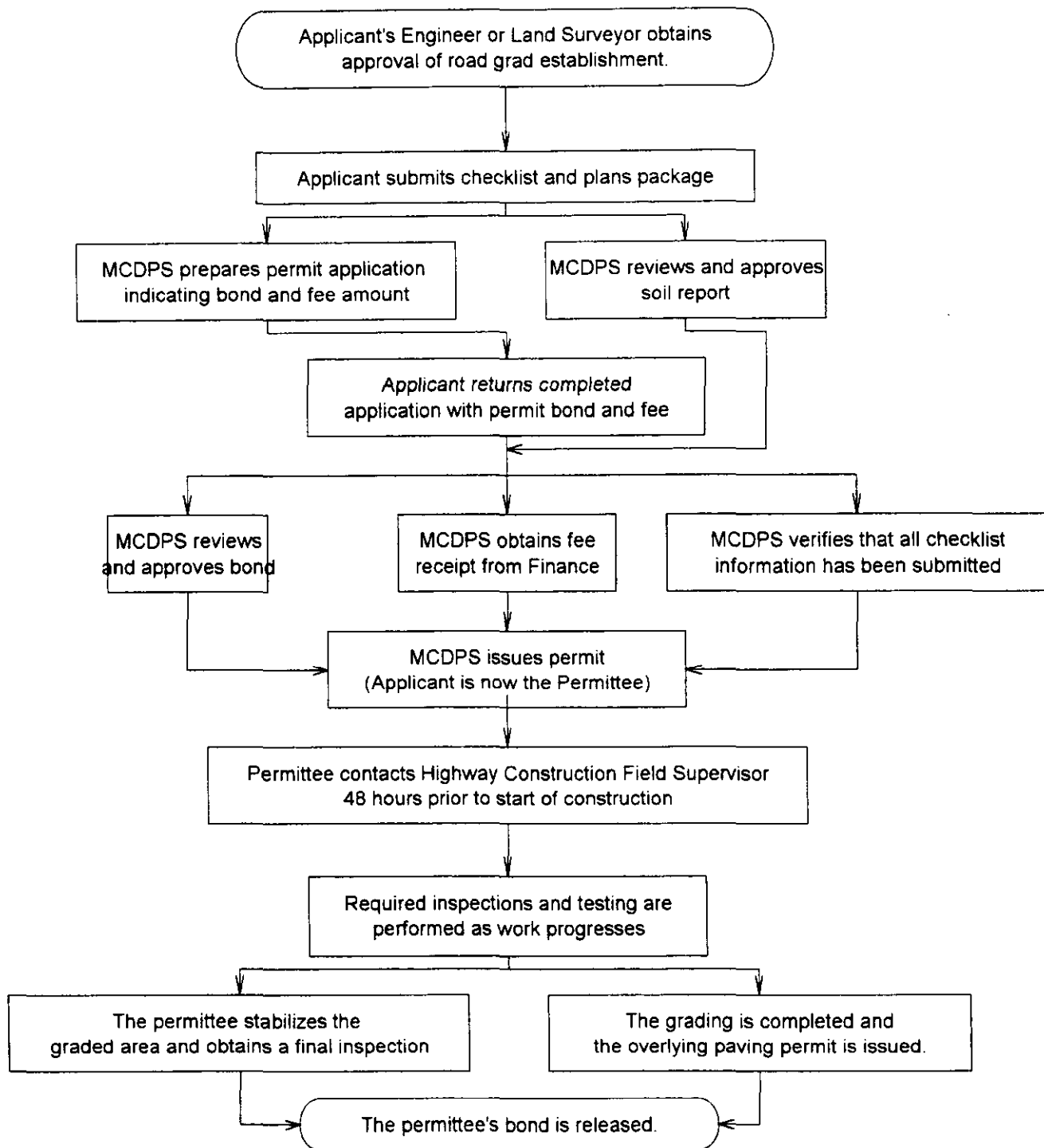
Note: Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request to the Highway Construction Field Supervisor is required for permit extension. There is no fee for permit extension.

(CONTINUED ON OTHER SIDE)

## ROADWAY GRADING PERMIT PROCESS AT A GLANCE

### ROADWAY GRADING PERMIT



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# PAVING PERMIT

*Permit for construction on property dedicated to public use*

## WHEN IS A PAVING PERMIT REQUIRED?

A Paving Permit is required before any roadway paving may be started in the public right-of-way. It ensures that roadway pavement will accommodate the safe movement of vehicular traffic.

## WHAT IS THE PAVING PERMIT APPLICATION PROCESS?

The applicant submits roadway construction plans (**Transmittal Form and Checklist for Paving Plans**) prepared by an Engineer registered in the State of Maryland. DPS reviews and approves the plans.

The applicant submits a Paving Permit application package (**Transmittal Form and Checklist for Paving Permit**) with the approved plans. DPS encourages the applicant to combine the Storm Drain and Paving Permits to expedite the processing of applications and permits.

DPS prepares the actual Paving Permit application (Application for a Permit for Construction on Property Dedicated to Public Use) for the applicant.

The applicant returns the signed application with the required fee (non-refundable), posts a bond, and submits any outstanding checklist information.

DPS reviews and approves cash bonds, certificates for guarantee and performance bonds. Letters of credit are submitted to the County Attorney for approval. DPS reviews the submitted information for completeness, including certification from the applicant that all underground utility installations are complete; and issues the Paving Permit.

After permit issuance, and 48 hours prior to the start of paving, the permittee contacts the Highway Construction Field Supervisor to schedule an inspection. Required inspections and testing are performed both during the work and after its completion of the work. After completion of the base paving, the applicant may submit a written request for a partial bond release from DPS.

## WHAT WILL THE PAVING PERMIT COST?

- Bond - Cash, Letter of Credit or Performance Bond equal to construction cost based on DPS standard unit prices using approved quantities estimate from application package. Standard format for Letter of Credit and Performance Bond will be provided by DPS.
- Fee - 8.25 % of the bond  
The above cost includes the 10% Automation Enhancement Fee.

## HOW LONG WILL IT TAKE DPS TO ISSUE THE PAVING PERMIT?

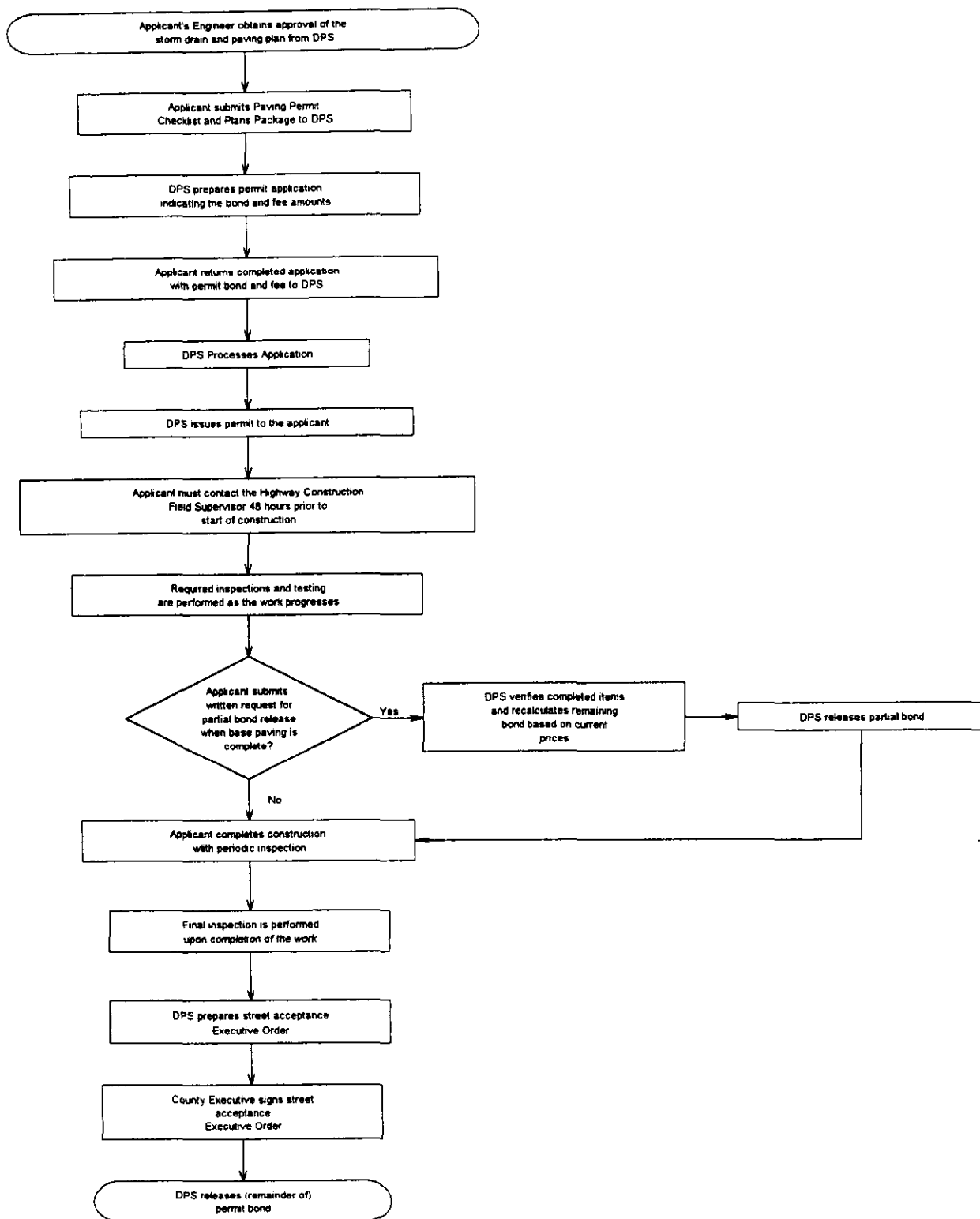
DPS will prepare the application in approximately four weeks. The permit will be issued within approximately three weeks after DPS receives the signed application, the fee and any outstanding checklist information.

Note: Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request to the Area Engineer is required for permit extension. There is no fee for permit extension.

(CONTINUED ON OTHER SIDE)

## PAVING PERMIT PROCESS AT A GLANCE



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# STORM DRAIN PERMIT

*Permit for construction on property dedicated to public use*

## WHEN IS A STORM DRAIN PERMIT REQUIRED?

A Storm Drain Permit is required before any enclosed storm drain construction may be started in the public right-of-way. It ensures that pipe and storm drain structures are installed properly to eliminate roadway and property flooding, and that pipes are properly constructed to maintain roadway integrity.

## WHAT IS THE STORM DRAIN PERMIT APPLICATION PROCESS?

The applicant submits storm drain plans (**Transmittal Form and Checklist for Storm Drain Plans**) prepared by an Engineer registered in the State of Maryland. DPS reviews and approves the plans. The applicant submits a Storm Drain Permit application package (**Transmittal Form and Checklist for Storm Drain Permit**) with the approved plans. DPS encourages the applicant to combine the Storm Drain and Paving Permits to expedite the processing of applications and permits. DPS prepares the actual Storm Drain Permit application (Application for a Permit for Construction on Property Dedicated to Public Use) for the applicant. The applicant returns the signed application with the required fee (non-refundable), posts the bond, and submits any outstanding checklist information. DPS reviews and approves cash bonds, certificates of guarantee and performance bonds. Letters of credit are submitted to the County Attorney for approval. DPS reviews the submitted information for completeness, including any required storm drain easements; and issues the Storm Drain Permit. After permit issuance, and 48 hours prior to starting storm-drain construction, the permittee contacts the Highway Construction Field Supervisor to schedule an inspection. Required inspections and testing are performed both during the work and after its completion.

Since storm drains constructed in conjunction with a **Paving Permit** must remain under permit until the overlying paving is accepted for maintenance, the applicant may submit a written request to transfer the storm drains to the **Paving Permit** after their completion. This request must be accompanied by a letter from the bonding company confirming their willingness to assume the additional liability.

## WHAT WILL THE STORM DRAIN PERMIT COST?

- Bond - Cash, Letter of Credit or Performance Bond equal to construction cost based on DPS standard unit prices using approved quantities estimate from application package. Standard format for Letter of Credit and Performance Bond will be provided by DPS.
- Fee - 8.25 % of the bond  
**The above cost includes the 10% Automation Enhancement Fee.**

## HOW LONG WILL IT TAKE DPS TO ISSUE THE STORM DRAIN PERMIT?

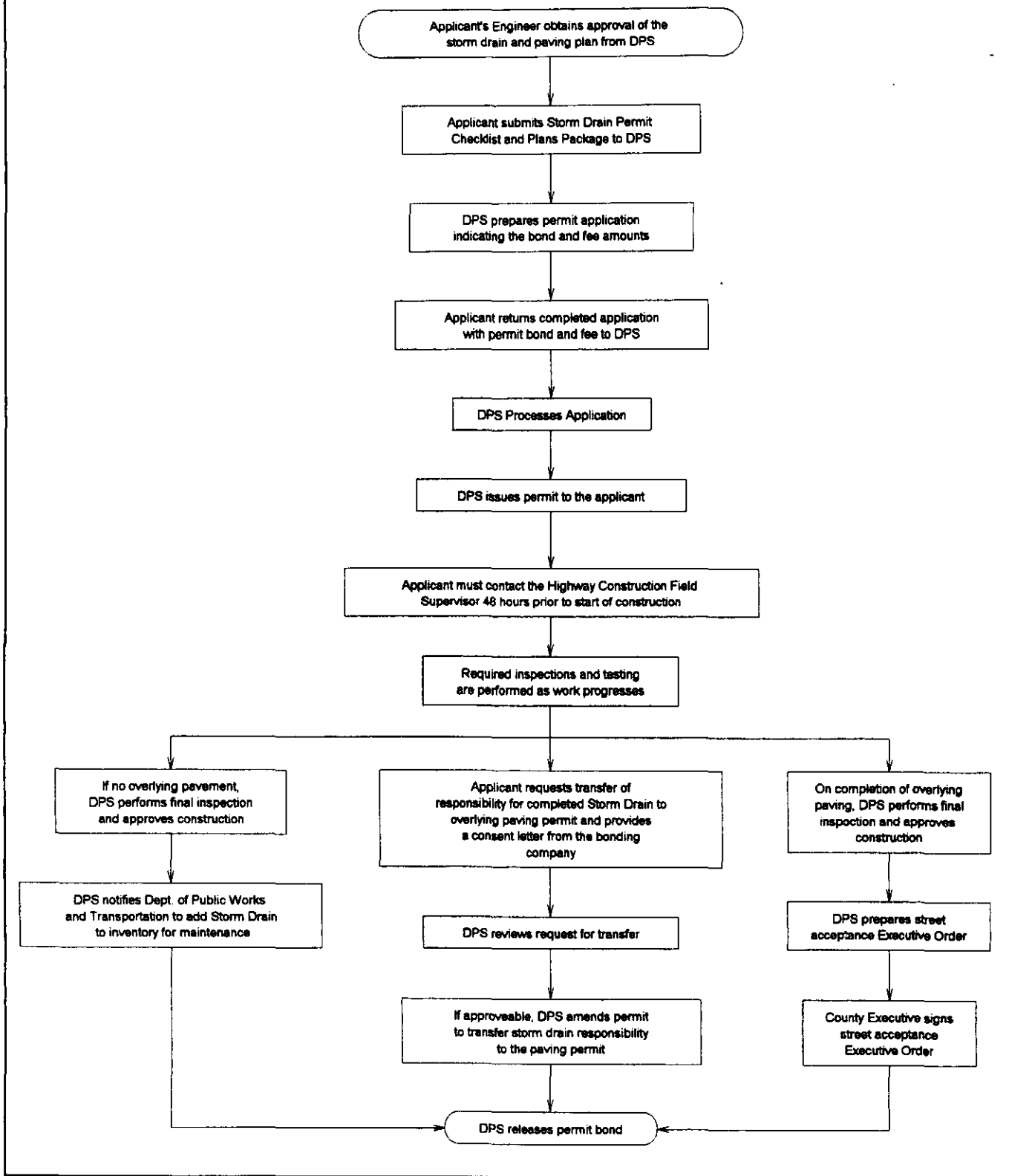
DPS will prepare the application in approximately four weeks. The permit will be issued within approximately three weeks, after DPS receives the signed application, the fee, the bond and any outstanding checklist information.

Note: Actual processing time may vary according to workload and/or complexity of the project.

The permit is valid for 18 months. A written request to the Highway Construction Field Supervisor is required for permit extension. There is no fee for permit extension.

(CONTINUED ON OTHER SIDE)

## STORM DRAIN PERMIT PROCESS AT A GLANCE



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# UTILITY PERMIT

## WHEN IS A UTILITY PERMIT NEEDED?

A Utility Permit is required for all utility construction, reconstruction, or maintenance activities within Montgomery County rights-of-way or easements. It ensures that the work is performed in a safe manner and that the right-of-way is restored properly.

## WHAT IS THE UTILITY PERMIT APPLICATION PROCESS?

The utility company signs an annual agreement to abide by the general terms and conditions contained in **Specifications for Utility Construction Permit**. This document includes patch standards and work-zone traffic-control requirements.

The permittee submits a **Utility Installation Application** with plans in triplicate for each job involving main-line installation, including new manholes, street lights or new and relocated utility poles. If work is on a primary or higher classification roadway, the applicant must also submit a specific Traffic Control Plan (TCP). The TCP is reviewed and approved by the Department of Public Works & Transportation, Division of Traffic and Parking Services.

House-service connections, utility-pole replacements and routine maintenance on tertiary and secondary roadways typically can be done under the general permit and do not require an individual application or a TCP.

DPS reviews the individual project applications and stipulates any special conditions required as part of the approval.

After permit issuance, and 48 hours prior to starting construction, the permittee contacts the Highway Construction Field Supervisor listed on the permit to schedule an inspection. Inspections are performed as the work progresses. Implementation of the approved TCP is monitored regularly by the inspector. A final inspection is performed upon completion of the work.

## HOW LONG DOES IT TAKE TO PROCESS A UTILITY INSTALLATION APPLICATION?

Processing time is approximately three weeks. This may vary according to workload, complexity of the project and number of reviews required.

## ARE THERE ANY FEES INVOLVED IN THE UTILITY PERMIT PROCESS?

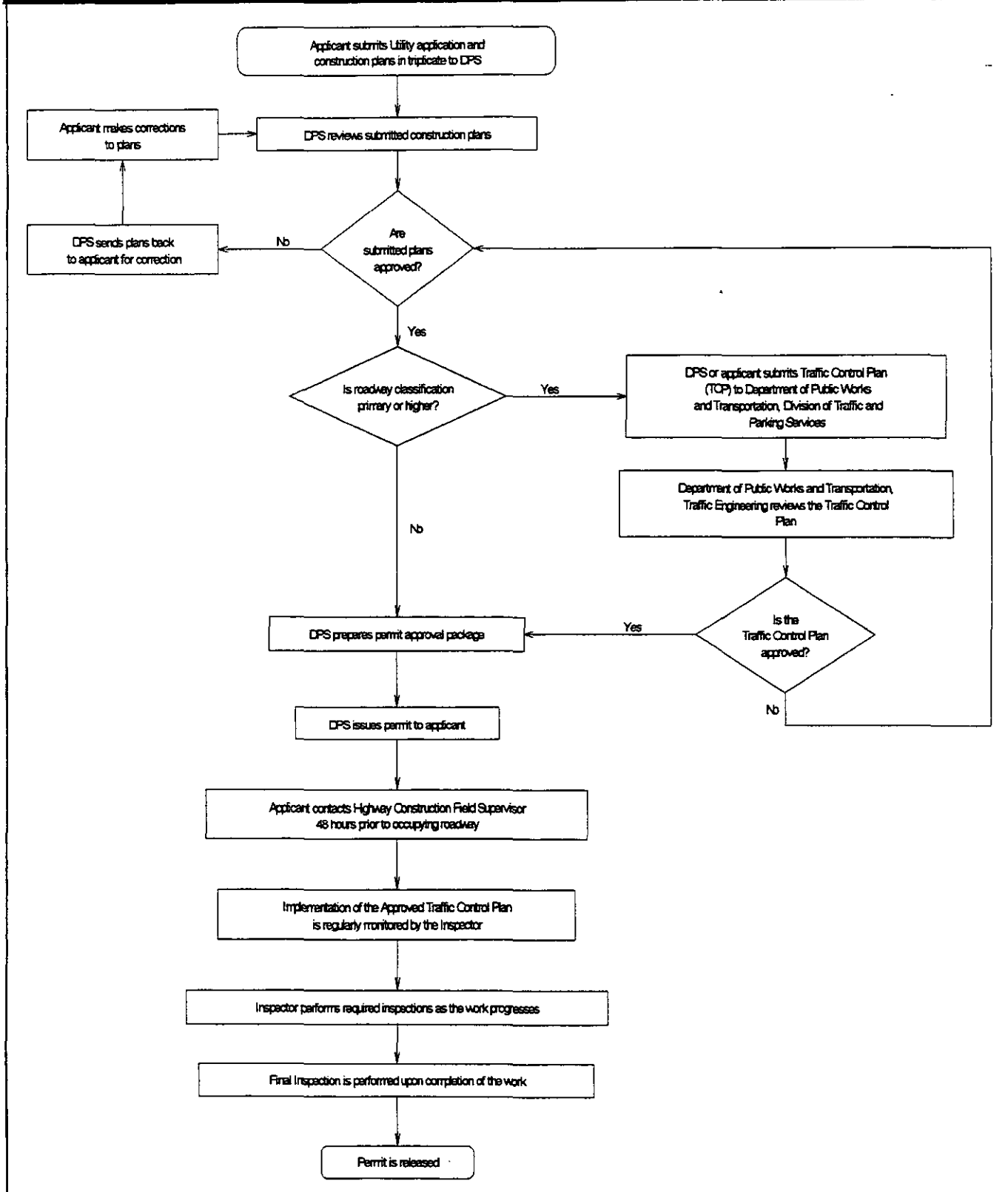
No fees are charged at this time.

## WHO CAN OBTAIN A UTILITY PERMIT FOR WORK WITHIN THE RIGHT OF WAY?

Permits are issued only to public utility companies or private utility companies who are registered with "Miss Utility" and have signed a franchise agreement with the County.

(CONTINUED ON OTHER SIDE)

## UTILITY PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301 217-2104



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# SUBDIVISION RECORD PLATS

## WHY IS DPS APPROVAL OF A SUBDIVISION RECORD PLAT REQUIRED?

Chapter 50 of the Montgomery County Code sets forth certain requirements which must be met as a condition of subdivision approval. Among these requirements are the owner's dedication statement, the surveyor's certification that property markers will be set, and, most importantly, that all public improvements will be guaranteed to the county's satisfaction prior to allowing subdivision of any land.

Typical public improvements include paved streets, storm drainage systems, sidewalks, streetlights, and may include other site-specific requirements. Approval of a record plat by DPS means that all transportation related rights of way and easements are granted and that all public improvements will be guaranteed, either by the posting of a construction bond by the developer, or in some cases, by a legally binding Public Improvements Agreement (PIA).

## WHAT IS THE DPS APPROVAL PROCESS?

DPS approval is one step in the County's development-approval process and occurs after the subdivision plats have been approved by the Planning Board but before final recording of the plats in the county land records. As part of the development-approval process, the Department of Public Works and Transportation (DPWT) reviews and recommends approval of a subdivision, subject to certain transportation-access and improvement requirements. These requirements are usually documented by letter from DPWT to Planning Board staff.

After the Planning Board approves a record plat, the applicant or his engineer submits the original record plat with two copies, a completed **Checklist for Record Plats**, and any required supporting documentation to DPS. Supporting documentation required varies with the complexity of the subdivision, but, as a minimum, consists of the following:

- An approved Preliminary Plan, unless the subdivision is exempt from the Preliminary Plan requirement
- A copy of the DPWT letter to Planning Board staff outlining DPWT conditions for approval of the subdivision. The applicant should add appropriate margin notes to the letter, either indicating compliance with the requirements, or providing documentation that a requirement has been waived or modified by DPWT.

The Subdivision Development Section of DPS receives the review package and submits one copy of the plat to either the Department of Environmental Protection (DEP), if the project has public water and sewer, or to the Well and Septic Section of DPS for concurrent review. For projects using wells and septic systems, the signature of the Director, DPS indicates that all transportation-related requirements and well-and-septic issues have been resolved. For projects on public sewer and water systems, after the plat is signed by the Director, DPS, it is forwarded to DEP for signature. Since DPS and DEP reviews were initiated concurrently, this additional approval usually occurs within a few days of DPS approval.

## WHAT IS THE COST OF A RECORD PLAT REVIEW?

There is no cost to review and approve the record plat, except that, in some cases, a permit to perform work within the public right-of-way is required prior to DPS approval of the subdivision record plat. Since review time for record plats is typically less than the time required to obtain a permit and post a bond, the required permit application should be submitted prior to submittal of the record plat.

(CONTINUED ON OTHER SIDE)

## **SUBDIVISION RECORD PLATS (CONT.)**

### **HOW LONG DOES DPS APPROVAL OF THE RECORD PLAT TAKE?**

The goal of DPS is to maintain average review times of two weeks, or fewer provided that all DPWT conditions have been met prior to submission of the record plat. Actual review times vary according to workload and other special circumstances.

### **WHAT ABOUT MINOR SUBDIVISION PLATS?**

Plats which qualify as a minor subdivision under the Montgomery County Zoning Ordinance can generally be processed in one week or less, since, normally no new public-improvement requirements are placed on the subdivision. The submission package for minor subdivision plats needs to include an original plus two copies of the plat approved by the Planning Board and a copy of the record plat being revised, with all revisions highlighted.

**This information is available in an alternate format by calling 301 217-2104**





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# PERFORMANCE BOND

## *Procedures for the submission and approval of Surety Bonds*

### WHY IS A BOND REQUIRED?

A bond is required for any permit issued, where the work will be within a public right-of-way or easement and will benefit the public at large or as specified by the County Code.

### HOW IS THE BOND AMOUNT DETERMINED?

DPS publishes and has available a list of "Estimated Bond Prices". It is a list of specific construction activity costs. The prices are an average based on surveys periodically taken from the contracting community (1 to 3 years).

### HOW LONG IS THE BOND NEEDED?

DPS requires that the bond be valid for the duration or life of the permit. (and **Special Use Permit**, if applicable) is issued.

### WHEN SHOULD A BOND BE SUBMITTED?

- If the application is for a Drive Way Permit, the bond should be submitted after the amount has been determined by this office.
- If the application is for a Grading Permit, the bond should be submitted along with the completed application which includes the estimated amount.

### WHAT IS REQUIRED FOR SUBMITTING AND GETTING A PERFORMANCE BOND APPROVAL?

In order to clarify procedures for completing application and bond forms, the following check list has been developed. Your cooperation in the use of this guide will help expedite processing of performance bonds.

The numbered items correspond to numbers on the performance bond. (Information may be typed or printed and must be legible).

1. Full name of the person, persons, company, corporation or partnerships submitting an application for permit.
  - A. Application for a permit must be signed by the applicant. Names on the permit application and the bond must correspond.
  - B. If the applicant is a corporation, the person signing must hold the office of the president or vice-president. The signature is to be attested to be the secretary or assistant secretary. All signatures must have a printed or typewritten name beneath and indicate the title of the office held by the person signing the application.
  - C. The signature of an individual as permittee on a bond must have the word "SEAL" or "L.S." immediately after the signature; this includes someone signing for a partnership, but not for a corporation.
  - D. Bonds from corporations must have a corporate seal.
2. Name of the insurance company preparing the bonding document.
3. State of which the insurance company resides.
4. The bond amount written out. Example: Two-Thousand-Three-Hundred (\$2,300)

(CONTINUED ON OTHER SIDE)

## PERFORMANCE BOND - CONTINUED

5. Date must match the certificate date on the Power-of-Attorney.

General wording on the bond shall correspond to wording approved by the County Attorney's Office. Sample forms are available at the Department of Permitting Services.

Both the bonding company and the power of attorney signing for the bonding company must be registered with the Montgomery County, Clerk of the Circuit Court.

### CERTIFICATION LETTER NOTE :

In order to establish a more efficient and expeditious review process for Performance Bonds, the County Attorney's Office is now requiring that any Performance Bonds posted with the Subdivision Development Section, Department of Permitting Services, must be accompanied by the attached certification letter. This letter should be completed by the applicant and presented, along with the performance bond at the Recording Department, Room 212, Judicial Center, 50 Maryland Avenue, Rockville, Maryland for signatures. This verifies for the County Attorney's Office that the bonding company and the attorney-in-fact who signed the bond are both registered with the Clerk of the Circuit Court.

After the certification letter has been acquired by the applicant, the permit application, performance bond, certification letter and permit fee can be presented by the applicant at the Subdivision Development Section counter.

### WHAT HAPPENS IF NO WORK HAS STARTED AND I WANT TO CANCEL THE PERMIT?

Notify DPS that the work has not started and that there is no intention on beginning work. DPS will inspect the site, confirm that no work has begun, cancel the permit and return the bond.

### WHAT HAPPENS IF WORK IS STARTED BUT NOT COMPLETED?

If the contractor/permittee is not willing or not able to complete the work, DPS will seize the funds from the bond to complete the work.

### WHEN WILL THE BOND BE RETURNED?

Contractor/permittee is required to call DPS for final inspection. DPS will release the bond after a final inspection has been completed and approved.

### HOW QUICKLY WILL IT BE RELEASED?

Processing time for release of bonds varies according to workload and complexity of the permit.

- Driveway permits - approximately two weeks after the final inspection is completed and approved.
- Grading permits - approximately two weeks after the final inspection is completed and approved.
- Storm drainage permits - approximately two weeks after the final inspection is completed and approved.
- Paving permits - approximately two weeks after the final inspection is completed and approved.

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# STORMWATER MANAGEMENT CONCEPT APPLICATION PROCESS

## WHY IS A STORMWATER MANAGEMENT (SM) CONCEPT REVIEW NECESSARY?

The purpose of the Stormwater Management Concept Review is to identify the manner in which stormwater runoff from development will be controlled at the preliminary design stage to prevent damage to neighboring properties and to streams and other waterways.

## WHEN DO I NEED A SM CONCEPT APPROVAL?

A Stormwater Management Concept approval is required for any development activity prior to the application for a Sediment Control Permit or prior to preliminary subdivision plan approval by the M-NCPPC, if applicable.

## ARE ANY DEVELOPMENT ACTIVITIES EXEMPT FROM CONCEPT APPROVAL?

- The following development activities are exempt from the SM Concept requirement.
  - Agricultural activities.
  - Additions or modifications to existing residential structures.
  - Land-development activities regulated under state laws.
  - Single-family residential development on lots of two acres or greater.

## WHAT TYPES OF STORMWATER MANAGEMENT CONCEPTS ARE THERE?

There are two types of stormwater management concepts: on-site control and stormwater management waiver.

- On-site control
  - Quantity Management: Management of the increase in peak discharge from pre-to post-development for the two-year frequency storm event.
  - Quality Management: Management of the first flush of runoff through various types of on-site water-quality control.
- Waiver

The applicant can request a full or partial waiver of providing on-site stormwater management for quantity and/or quality control. When granted by the Department of Permitting Services an appropriate stormwater management contribution will be required in accordance with Executive Regulation 4-90AM.

## WHAT IS THE STORMWATER MANAGEMENT APPLICATION PROCESS?

Submit a completed SM Concept Application, a copy of the grading or site plan (along with applicable supporting information), and the appropriate application fee. Please refer to the back of the SM Concept Application for submittal requirements.

(CONTINUED ON OTHER SIDE)

## **STORMWATER MANAGEMENT CONCEPT (CONT.)**

### **CONDITIONS OF APPROVAL**

A SM Concept is approved when an approval letter has been issued by the Department of Permitting Services. For a SM waiver request, the applicant must successfully demonstrate that his/her waiver application can be granted under one of the waiver categories (Sections 2.A.2.a. through 2.A.2.f.) of Executive Regulation 5-90 and that a SM waiver letter has been issued by the Department.

### **OTHER AGENCIES INVOLVED**

All reviews of Stormwater Management Concept requests will be coordinated by the divisional staff with the Environmental Planning Division of MNCPPC.

### **WHAT WILL THE SM CONCEPT APPLICATION COST?**

1. For complete waivers of on-site stormwater management for single family lots for subdivisions of two acres or less - \$550.00
2. All other stormwater management concept plans which are 25 acres or less - \$1,276.00
3. All other stormwater management concept plans which are greater than 25 acres \$1,650.00

The above costs include the 10% Automation Enhancement Fee.

4. Fees for revisions to previously approved stormwater management concept plans are 50% of the original fee for modifications that include reevaluation of stormwater management facility sizing, design, or location, and 20% of the original fee for all other modifications. A 10% Automation Enhancement Fee will also be added to the above costs.

### **WHEN WILL I RECEIVE MY SM CONCEPT APPROVAL?**

- A Stormwater Management Concept typically takes approximately three to six weeks for approval.

The approval is valid for the life of the associated preliminary plan approved by MNCPPC or the term of the applicable law and Executive Regulation at the time of approval. Actual processing time may vary according to workload and/or complexity of the project.



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## *Review Process:* **FLOODPLAIN STUDY**

### **WHY IS A FLOODPLAIN STUDY NECESSARY?**

The purpose of a floodplain study is to establish the 100-year floodplain limits within or near a development so as to preserve the natural resources within the 100-year floodplain, to protect property and persons, and to apply a unified, comprehensive approach to floodplain management.

### **WHEN DO I NEED A FLOODPLAIN STUDY?**

A study is required for any subdivision activity in Montgomery County that includes or is close to a drainageway having a drainage area of 30 acres or greater.

### **HOW DO I ESTABLISH THE 100-YEAR FLOODPLAIN?**

The 100-year floodplain can be established using the following:

- **Detailed floodplain** - MNCPPC floodplain maps; FEMA FIRM maps, or Flood Boundary and flood way Maps; and DPS approved engineered floodplain studies.
- **Approximate floodplain** - Floodplain areas in the County where a detailed study has not been performed, but where a 100-year floodplain boundary has been approximated.
- **Unstudied area** - Areas not identified in item #1 or #2.

For developments where floodplain limits fall under items #2 and #3, an Engineered Floodplain Study will be required as part of the development plan approval.

### **WHAT IS THE APPLICATION APPROVAL PROCESS?**

Submit a completed Floodplain District Permit (FPDP) Application with review fee, a development plan, and any supporting technical information. Please refer to the back of the FPDP application for submittal requirements.

### **WHAT WILL THE FLOODPLAIN STUDY REVIEW COST?**

The fee for review and approval of the floodplain study is.....\$1,089.00

Revision of a previously approved floodplain study is..... \$1,089.00

The above costs include the 10% Automation Enhancement Fee.

*All fees are non-refundable and are not transferable.*

### **WHEN WILL I RECEIVE MY FLOODPLAIN STUDY APPROVAL?**

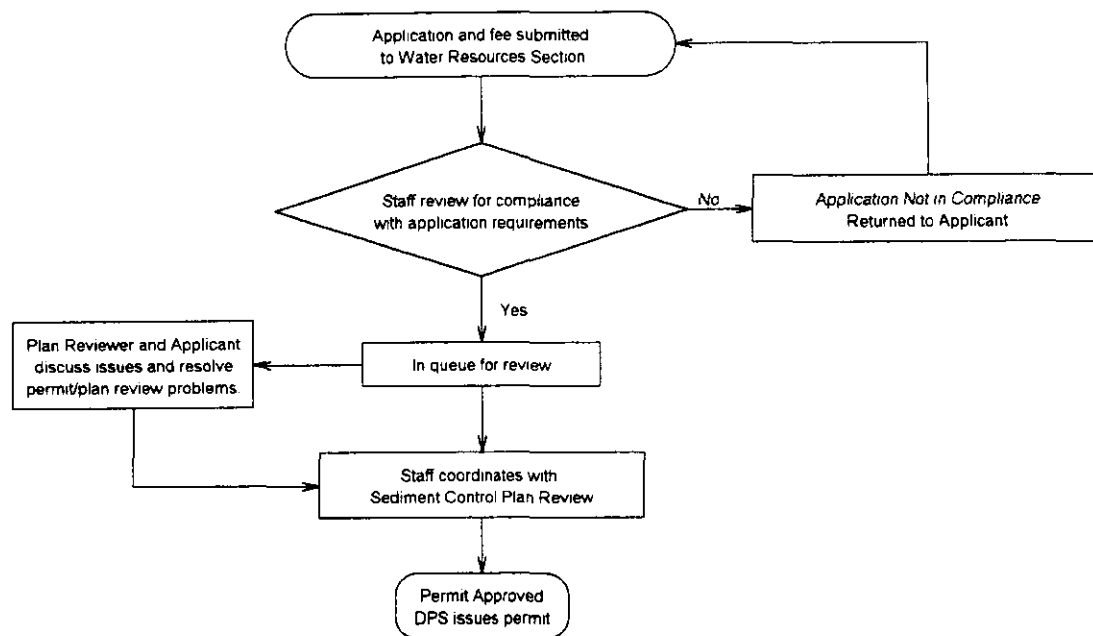
An engineered floodplain study takes approximately six to eight weeks for review and approval. Actual processing time may vary according to workload and/or complexity of the project.

### **WHAT NEXT?**

Upon the approval of the floodplain study, the applicant can apply for a Floodplain District Permit if the development proposes to construct within the 100-year floodplain. All approved floodplain limits must be shown on the subdivision record plat prior to recordation.

(CONTINUED ON OTHER SIDE)

## FLOODPLAIN STUDY REVIEW AT A GLANCE



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*(SPA) Review:*

## **SPECIAL PROTECTION AREA**

### **WHAT IS A SPECIAL PROTECTION AREA (SPA)?**

An SPA is a geographic area which has high quality or unusually sensitive water resources and environmental features that would be threatened by proposed land development if special water quality protection measures were not applied.

### **WHERE ARE THE SPA'S IN MONTGOMERY COUNTY?**

The existing SPA's are located in part of the Paint Branch watershed, in the Piney Branch of the Watts Branch watershed, and in the Clarksburg area as identified in the Clarksburg Master Plan. Please consult the Water Resources Section to determine if your development falls within an SPA area.

### **WHEN DO I NEED AN SPA REVIEW?**

All proposed development in a SPA is subject to a review if a Development Plan, Diagrammatic Plan, Schematic Development Plan, Project Plan, Preliminary Plan, Site Plan, or Special Exception is required. Projects on publicly owned property should also have a SPA review.

### **WHAT IS AN SPA REVIEW?**

In SPAs, a Water Quality Inventory and/or a Water Quality Plan is required instead of a stormwater concept.

### **WHEN IS A WATER QUALITY INVENTORY REQUIRED INSTEAD OF A FULL WATER QUALITY PLAN?**

Only a Water Quality Inventory is required if the proposed development meets one of the exemptions specified in the following sections. However, exemptions do not apply to the Upper Paint Branch SPA area.

### **WHAT ARE THE SPA EXEMPTIONS?**

Except in the upper Paint Branch SPA, an applicant need not submit a preliminary or Final Water Quality Plan if:

- A project on agricultural, residential, or mixed use zoned property contains
  - a proposed impervious area of less than 8% of the total area covered by the development approval application, or
  - a cumulative area of 10 or fewer acres, and a proposed impervious area of less than 15% of the total land area covered by the development approval applications.
- A project on property zoned for industrial or commercial use consists of a cumulative land area of two or fewer acres covered by the development approval application.

### **WHAT IS THE SPA REVIEW PROCESS?**

If the project is **not** exempt, a pre-application meeting is required prior to submittal of the Water Quality Plan. Submit the Water Quality Plan and/or water quality inventory in accordance with the requirements of Executive Regulation # 29-95.

### **CONDITIONS OF APPROVAL**

Approval of the Water Quality Plan, or Water-Quality Inventory, is required as part of the subdivision approval process.

### **OTHER AGENCIES INVOLVED**

The Special Protection Area Review is done in cooperation with the MNCPPC and the Montgomery County Department of Environmental Protection.

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## SPECIAL PROTECTION AREA (CONT.)

### WHAT WILL THE REVIEW COST?

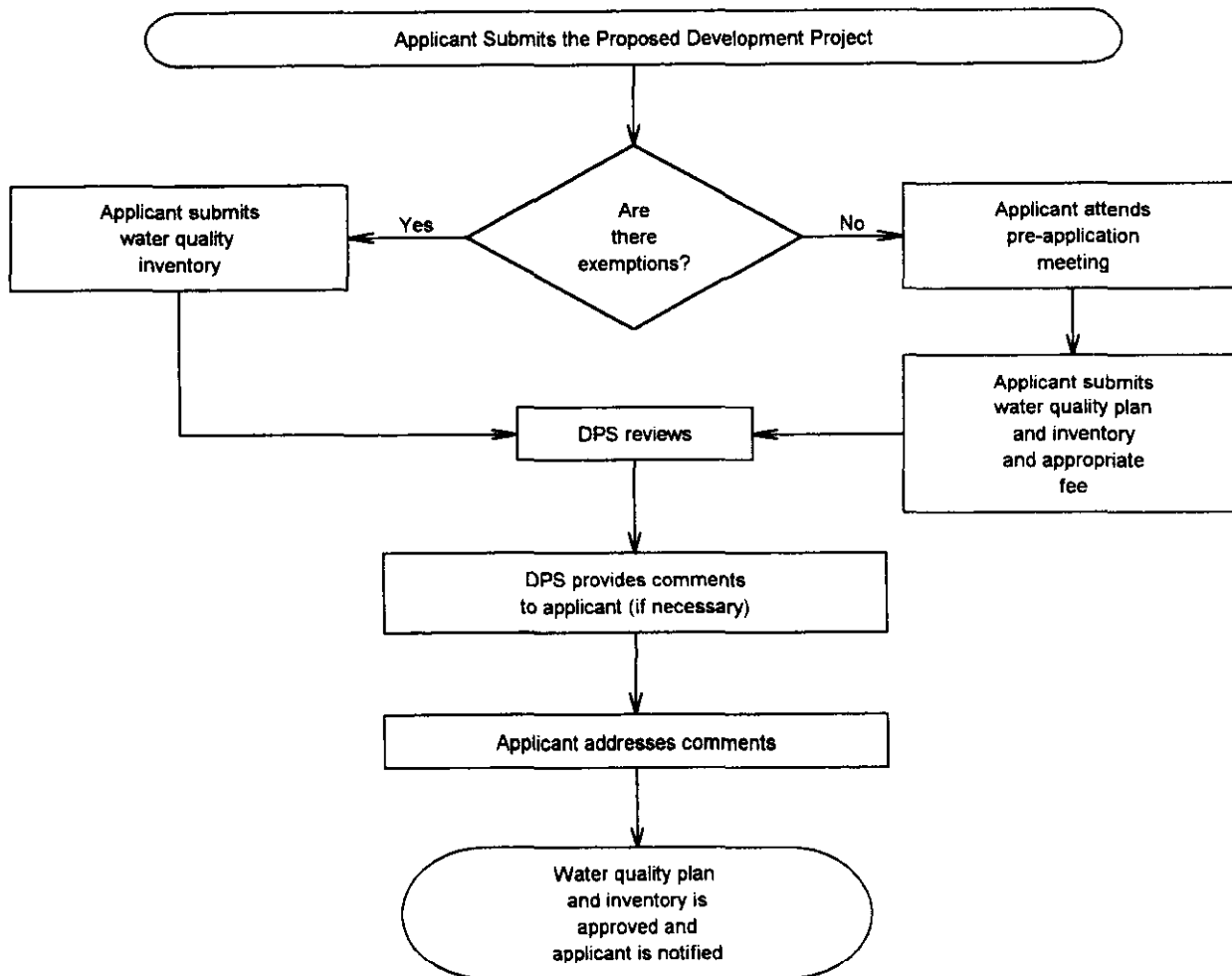
Special Protection Area fees vary with the size of each individual development. Preliminary water quality plan fees range from \$753 to \$10,076. The above costs include the 10% Automation Enhancement Fee. Final water quality plan fees range from \$621 to \$11,781. Stream monitoring fees are \$475 per acre. No Automation Enhancement Fee will be added to this cost. Please refer to Executive Regulation 31-95 for details.

### WHEN WILL MY WATER QUALITY PLAN BE APPROVED?

A Water Quality Plan typically takes approximately six to 12 weeks for approval. The Water Quality Plan review time varies with the size and location of the project within the SPA. It can also be affected by delays in the preparation and submittal of the inventory and associated technical information.

## SPECIAL PROTECTION AREA REVIEW PROCESS AT A GLANCE

### THE SPECIAL PROTECTION AREA REVIEW PROCESS AT A GLANCE



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## Understanding the Process: **SEDIMENT CONTROL PERMIT**

### **WHEN DO I NEED A SEDIMENT CONTROL (SC) PERMIT?**

The purpose of the Sediment Control Permit is to prevent excessive erosion and stormwater flow from land disturbing activities from causing siltation and streambank erosion off site. A permit is required for any land disturbing activity in Montgomery County that disturbs 5,000 sq. ft. or more of land, results in 100 cu. yds. or more of earth movement, or is for the construction of a new residential or commercial building. An applicant must have approved erosion and sediment control and stormwater management plans before construction may begin. Agricultural land management activities are exempt if the land has been farmed by the same owner within the last 5 years or a "Declaration of Intent" has been filed with the Department. Nursery Operations and the cutting of trees are considered to be land disturbing activities.

### **WHICH TYPE OF SEDIMENT CONTROL PERMIT WILL I NEED?**

Depending on the amount of land being disturbed and the type of development, one of the following permits will be required:

#### **Small Land Disturbance Permit (SLDA)**

- disturbance greater than 5,000 sq. ft., but no more than 30,000 sq. ft. for residential development and no more than 20,000 sq. ft. for commercial development.
- volume of earth moved must be under 1,000 cu. yds.
- fewer than 15,000 sq. ft. of new impervious area.
- Site constraints do not warrant detailed technical designs

#### **Engineered Sediment Control Permit**

- disturbance exceeding the above limits as outlined under the SLDA permit or requiring a technical review/implementation.

- site characteristics do warrant detailed technical design and review

#### **Forest Harvest Activities Permit**

- For logging and timber removal operations

### **WHAT IS THE PERMIT APPLICATION PROCESS**

Submit a completed SC permit application, with an engineered erosion and sediment control plan, where applicable. The appropriate permit fee is required at this time. For the SLDA application, two copies of a site plan will be needed. For Forest Harvest Activities, one copy of all pertinent information is required.

#### **Conditions of Approval**

A permit will be issued when an erosion and sediment control plan is approved by the department, and the owner certifies that all land disturbance activities will be performed pursuant to the approved SC plan. As provided in Section 19-7 of the Montgomery County Code, the approved SC plan must be a condition of the permit and must not conflict with conditions shown on the approved subdivision plan, development plan, and forest-conversion plan.

#### **Inspections Information**

The permittee must notify the department 48 hours before commencing any land-disturbing activities and must hold a preconstruction meeting with an authorized department representative, unless the department waives the meeting requirement. Call 217-6301 to schedule an inspection.

#### **Other Agencies Involved**

Any work within the public rights-of-way will require a roadway grading permit from the subdivision development section of the department. The Montgomery Soil Conservation District must approve all SC plans for Forest Harvest Activities.

(CONTINUED ON OTHER SIDE)

## SEDIMENT CONTROL PERMIT (CONT.)

### Appeal Procedure

Appeals of the issuance of any SC permit should be directed to Director of the Department of Environmental Protection within five work days from date of permit issuance.

### WHAT WILL THE SEDIMENT CONTROL PERMIT COST?

- **SLDA** (Lot size < 10,000 sq. ft.)..... \$330.00  
(Lot size 10,000 to 20,000 Sq. Ft.)...\$660.00  
(Lot size > 20,000 sq. ft.).....\$990.00
- **Forest Harvest Activities**.....\$110.00
- **Engineered Plan SC Permits** \$0.033 per sq. ft. of disturbed area  
Minimum fee.....\$737.00

The above costs include the 10% Automation Enhancement Fee.

- **BONDS** (not required for SLDA)  
(SC only \$300 plus \$.02 per sq. ft. of disturbed area  
SC Maximum bond.....\$10,000.00)  
Stormwater Management is bonded at the actual cost of construction

The above costs include the 10% Automation Enhancement Fee.

- **PERMIT REVISIONS** 38% of original fee  
(minimum \$737, maximum \$1,595)

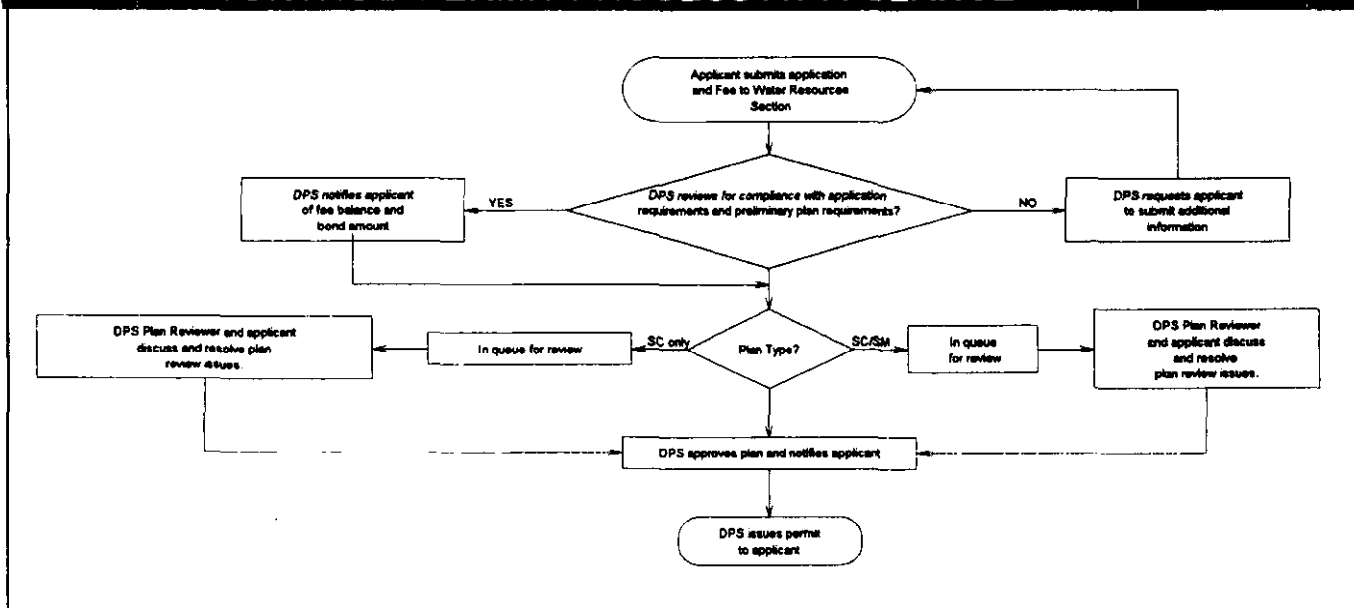
- **PERMIT EXTENSION** - Engineered plan permits are valid for two years. The fee for an extension of the permit is \$.033 per sq. ft. of disturbed area as designated on the original permit. The minimum fee is \$110. Permit extensions are valid for one year. Permit extensions are not available on SLDA and Forest Harvest Activity Permits. The above costs include the 10% Automation Enhancement Fee.

### WHEN WILL I RECEIVE MY SEDIMENT CONTROL PERMIT?

- SLDA and Forest Harvest Permits are normally issued within the week, however, Forest Harvest Plans must also be approved by the Montgomery Soil Conservation District.
- An Engineered SC Plan takes approximately two to four weeks to review.
- The total Engineered SC Permit review time is about one to three months.

Actual processing time may vary due to workload considerations and/or project complexity.

## SEDIMENT CONTROL PERMIT PROCESS AT A GLANCE



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# BUILDER SEDIMENT CONTROL PERMIT

## WHEN DO I NEED A BUILDER SEDIMENT CONTROL PERMIT?

The Builder Sediment Control Permit is a new type of sediment control permit being used by the Department of Permitting Services. It is intended for residential developments where builders buy lots from the overall developer of the property. The purpose of the permit is to assure compliance with the intent of the developer's sediment control plan and the sediment control regulations as a control over buildable lots shifts from the developer to the builders. This permit has the added advantage of being less cumbersome than the currently required Engineered Sediment Control Plan and Permit.

## WHAT IS THE PERMIT APPLICATION PROCESS?

First, developer's sediment control plan must be approved, issued, and in good standing. This plan shows how and where the major sediment control devices are located on lots and also lists any lots encumbered by sediment control devices.

The developer and builder complete one Property Transfer Certification/Residential Ownership Transfer Agreement (PTC/ROTA) for each builder.

- The PTC/ROTA will list the lots within the developer's sediment control permit and authorize the builder to use the developer's sediment control devices.
- The PTC/ROTA will be submitted by the builders with their initial Builder's Sediment Control Permit application. The appropriate permit fee and performance bond are required at this time

- The builder will make application for his/her Builder Sediment Control Permit(s) per their desired lot groups.
- The builder must submit a copy of the PTC/ROTA with each subsequent Builder Sediment Control Permit Application.

## CONDITIONS OF APPROVAL

The developer's Sediment Control Plan is a condition of the Builder Sediment Control Permit. Pursuant to Section 19-7 of the Montgomery County Code, the builder's grading/construction activities must not conflict with conditions shown on the approved Subdivision Plan, Development Plan, or Forest Conservation Plan.

## WHAT WILL THE BUILDER SEDIMENT CONTROL PERMIT COST?

Fee.....\$737.00

The above cost includes the 10% Automation Enhancement Fee.

Bond.....\$750.00 per lot included in the application.

## WHEN WILL I RECEIVE MY BUILDER SEDIMENT CONTROL PERMIT?

Builder Sediment Control Permits can typically be issued within a week. Applications with non-cash bond submittals typically take a week or two longer.

(CONTINUED ON OTHER SIDE)

## THE BUILDER SEDIMENT CONTROL PERMIT PROCESS AT A GLANCE

Application, fee, bond and supporting information submitted to DPS, Water Resources Section

Staff Review for Compliance with Application Requirement

Permit Issued to Applicant

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301-217-6300/FAX: 217-6318

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## *Application Process:*

# FLOODPLAIN DISTRICT PERMIT

The purpose of a Floodplain District Permit (FPDP) is to control floodplain development in order to protect persons and property from danger and destruction and to preserve environmental quality.

### **WHEN DO I NEED A PERMIT?**

A permit is required for any land-disturbing activity totalling 5,000 sq. ft. or more within the floodplain district (including associated 25' Building Restriction Line) and for temporary or permanent construction involving the placement of a structure, regardless of the size of the disturbed area.

### **WHAT TYPES OF ACTIVITIES ARE EXEMPT FROM FPDP?**

A FPDP is **not** required for:

- Disturbance not exceeding 5,000 sq. ft. of ground surface which does not impede the flow of flood water, and is not for the placement of a structure.
- Agricultural practices, except for the construction of agricultural structures.
- Nursery operations
- Any federal or state project exempt under state or federal law.

### **WHAT IS THE PERMIT APPLICATION PROCESS?**

Submit a completed FPDP Permit Application with appropriate supporting information and appropriate application fees. Please refer to the back of the FPDP

Application for submittal requirements. An application for a permit must be accompanied by a Sediment Control Plan where applicable.

### **WHAT ARE THE CONDITIONS OF APPROVAL?**

A FPDP will be issued when the applicant, through his/her permit application, has successfully demonstrated that

- No reasonable alternatives exist outside the floodplain
- Encroachment in the floodplain is minimized
- Any temporary or permanent structure will withstand the 100-year flood without significant damage
- Development will not aggravate downstream or upstream flooding or erosion.

### **WHAT ARE THE REQUIREMENTS FOR INSPECTION?**

The permittee must notify the Department of Permitting Services 48 hours before commencing any land disturbing activities and, must also arrange a pre-construction meeting with the department, unless the department waives the meeting requirement. Please call 301-217-6301 to arrange for your inspection request.

### **OTHER AGENCIES INVOLVED**

A waterway construction permit from the State of Maryland Department of the Environment may be required.

(CONTINUED ON OTHER SIDE)

## FLOODPLAIN DISTRICT PERMIT (CONT.)

### WHAT WILL THE FPDP COST?

- FPDP review fee \$368.00
- Renewal fee \$368.00
- Extension fee \$110.00

The above costs include the 10% Automation Enhancement Fee.

*All fees are non-refundable and are not transferable.*

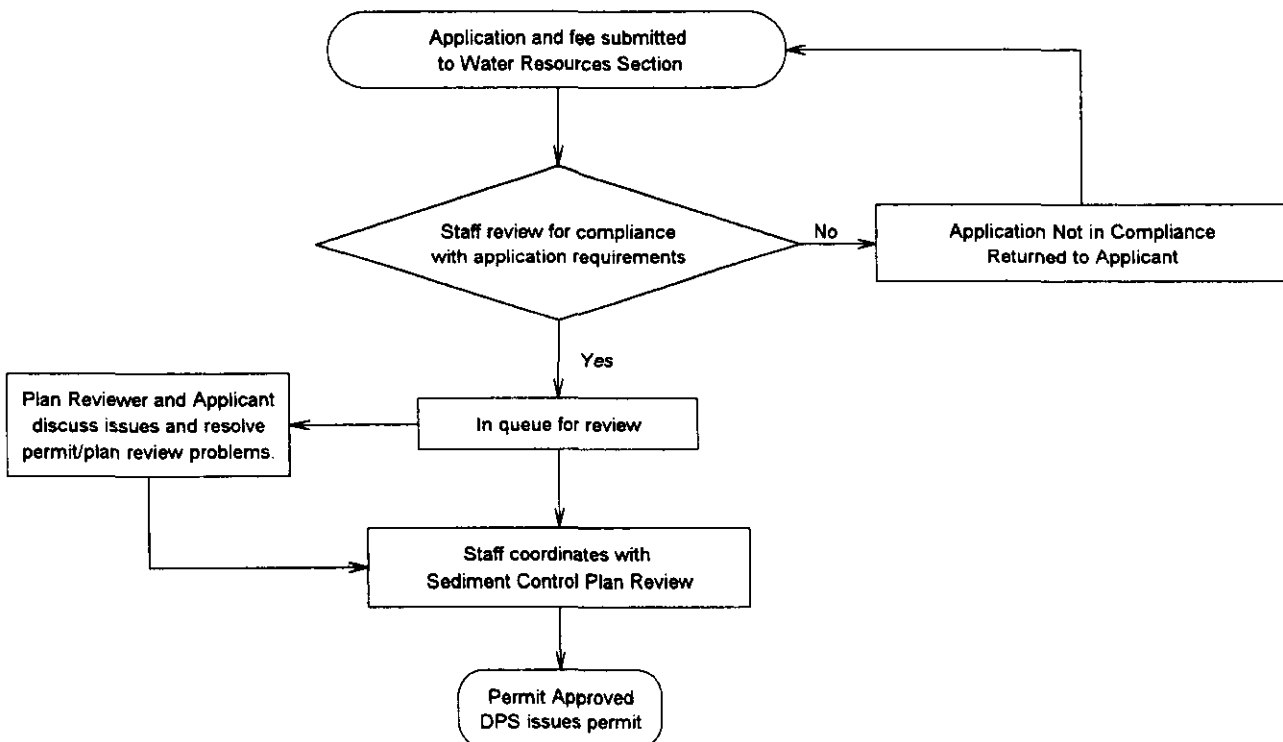
### WHEN WILL I RECEIVE MY FPDP?

- A FPDP associated with the total Engineered Sediment Control permit review typically takes approximately one to three months.
- All other permits take approximately four weeks for approval.

The permit is valid for two years. Actual processing time may vary according to workload/project complexity

## FLOODPLAIN DISTRICT PERMIT PROCESS AT A GLANCE

### FLOODPLAIN DISTRICT PERMIT AT A GLANCE



This information is available in an alternate format by calling 301-217-6300



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6300/FAX: 217-6318

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## *Review Process:*

# **DAM BREACH ANALYSIS**

### **WHY IS A DAM BREACH ANALYSIS NECESSARY?**

A Dam Breach Analysis is needed to delineate the area potentially impacted by inundation should a dam fail, and can be used to aid dam classification for any proposed stormwater management facilities.

### **WHEN DO I NEED A DAM BREACH ANALYSIS?**

A Dam Breach Analysis is required for

- any proposed pond construction that could potentially affect the downstream properties.
- an existing pond upstream of any proposed development, which when breached, may affect the development downstream.
- Establishing a dam hazard class for any proposed stormwater management structures as part of the development.

### **WHAT IS THE APPROVAL PROCESS?**

The applicant submits a completed Floodplain District Permit (FPDP) Application with supporting technical information and fee. See back of FPDP application for required information.

### **HOW IS THE DAM BREACH ANALYSIS REVIEW COORDINATED WITH MY SEDIMENT CONTROL PERMIT APPLICATION APPROVAL?**

Upon approval of the Dam Breach Analysis, the reviewer will inform the sediment control plan reviewer that the analysis has been approved and the "Dam Classification" is appropriate for the proposed construction.

### **WHAT WILL THE DAM BREACH ANALYSIS REVIEW COST?**

- Full Dam Breach Analysis review fee \$1,089.00
- Simplified Dam Breach Analysis review fee \$368.00

The above costs include the 10% Automation Enhancement Fee.

*All fees are non-refundable and are not transferable.*

### **WHEN WILL I RECEIVE MY APPROVAL?**

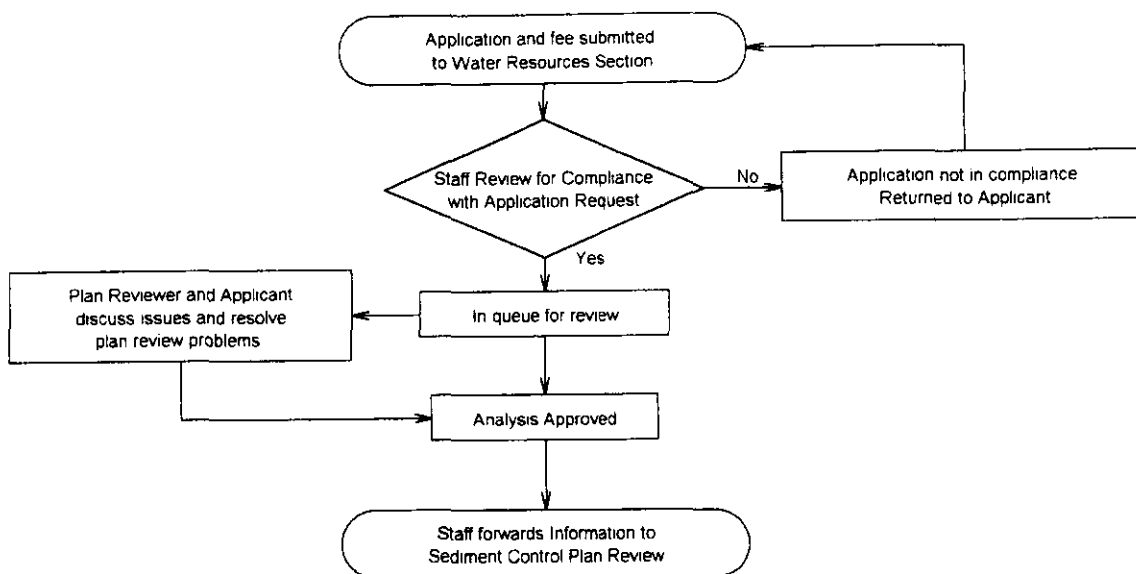
A Dam Breach Analysis takes approximately three to six weeks for review and approval. Actual processing time may vary according to workload and/or complexity of the project.

(CONTINUED ON OTHER SIDE)



# DAM BREACH ANALYSIS PROCESS AT A GLANCE

DAM BREACH ANALYSIS AT A GLANCE



This information is available in an alternate format by calling 301-217-6300



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255 Rockville Pike, 2nd Fl  
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301-217-6300/FAX: 217-6318

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## *Understanding the Process:*

# SEDIMENT CONTROL AND STORM-WATER MANAGEMENT BONDING

### **WHY IS A SEDIMENT CONTROL BOND NECESSARY?**

The purpose of requiring bonds for erosion and sediment control permits/stormwater management facility construction is to indemnify the County for the costs of completing unfinished or abandoned work. All Sediment Control Plans require a bond posted for an amount based on the extent of the area to be disturbed and the full cost of any required stormwater structures.

### **WHAT IS THE APPLICATION PROCESS?**

After receipt and approval of the Sediment Control Permit Application package, the applicant will be mailed a billing memorandum which specifies the fee and bond amounts.

For Sediment Control Plans, the bond amount is \$300.00, plus \$.02 per sq. ft. of disturbed area, for a maximum amount of \$10,000.00. If Stormwater Management is to be provided on-site, the consulting engineer must provide a construction cost estimate with the application package, and a bond will be required for the construction cost of the facility, plus the sediment control amount. Samples of County Attorney approved instruments for posting bonds are included with the billing memorandum.

There are four types of bonds currently in use:

- **Letters of Credit** issued by banks on their letterhead; must be issued for a minimum of three years.
- **Performance Bonds** available through insurance brokers.
- **Certificates of Guaranty** issued by the Development Guaranty Corporation of Montgomery County (a membership organization).

- **Cash Bonds** payable by personal or corporate check to Montgomery County Department of Permitting Services.

Replacement of Bonds Fee.....\$55.00  
Reduction of Bonds Fee.....\$110.00  
The above costs include the 10% Automation Enhancement Fee.

After the Sediment Control Plans have been approved and the bond (other than cash or Certificate of Guaranty) has been approved by the County Attorney's Office, the Sediment Control Permit will be issued.

### **Other Agencies involved:**

The County Attorney's Office must approve the format and content of all Letters of Credit and Performance Bonds. For Performance Bonds, certification as to current registration of insurance company and "attorney in fact" must be provided by the Montgomery County Circuit Court on the bond itself.

### **WHEN WILL MY BOND BE RELEASED?**

After work has been completed, assuming that completion was accomplished according to the approved plan.

### **Processing Time**

The sediment control inspector prepares a completion certificate and delivers the file and certificate to a Permit Technician, who then closes the file and releases any bond posted. A copy of the signed completion certificate and original bond will be mailed to the applicant at his/her last known address. If cash bond had been posted, the Department will release the escrowed monies and authorize the

(CONTINUED ON OTHER SIDE)

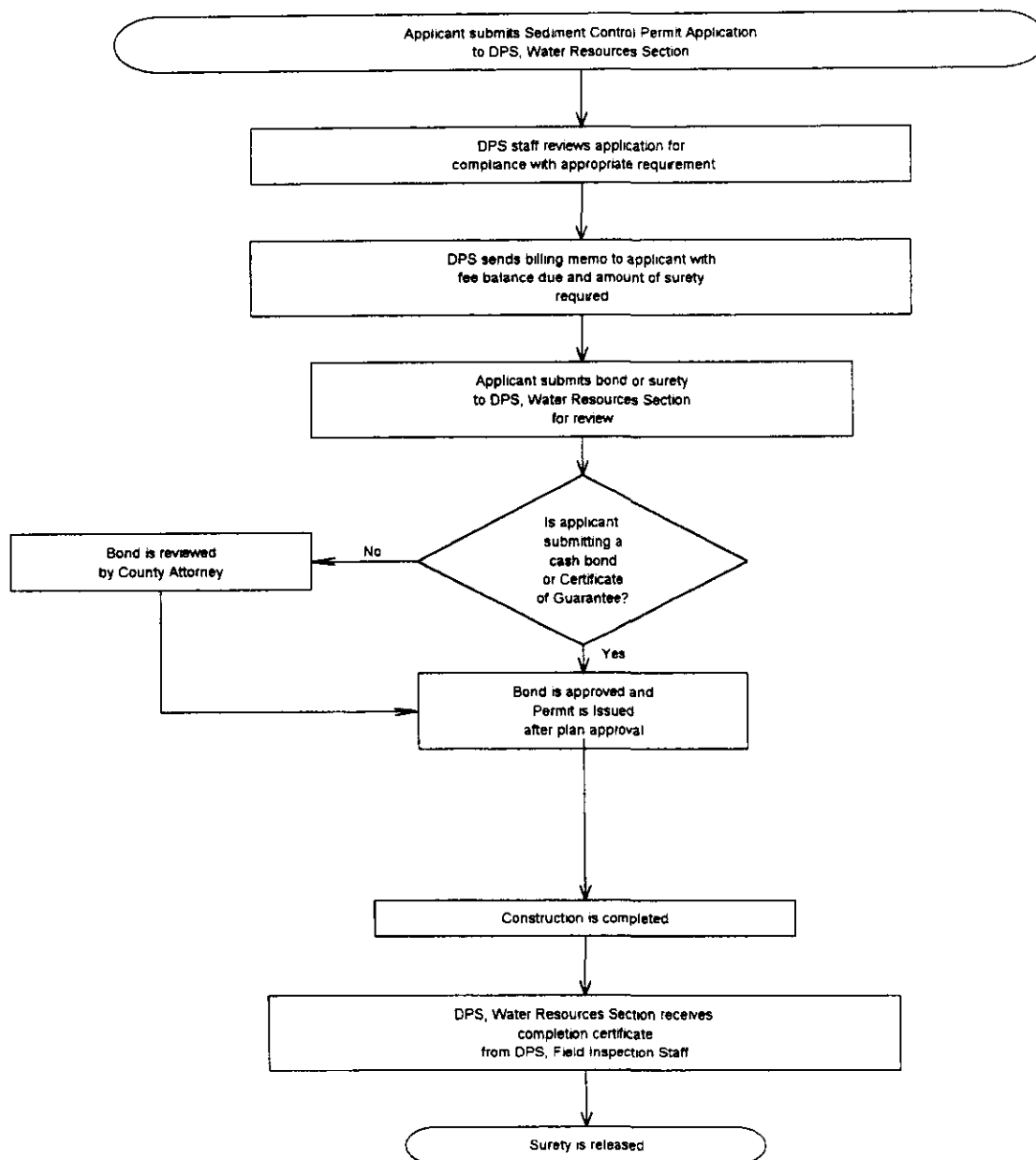
## THE SEDIMENT CONTROL BONDING PROCESS (CONT.)

Finance Department to issue a check to whomever posted the bond. Processing time for Cash Bonds

can take from two to four weeks, or longer, depending on workload factors/project complexity.

## THE SEDIMENT CONTROL BONDING PROCESS AT A GLANCE

### THE SEDIMENT CONTROL BONDING PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6300



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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6300/FAX: 217-6318

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# FLOODPLAIN STATUS REQUEST

## WHEN DO I NEED TO REQUEST A FLOODPLAIN STATUS ON MY PROPERTY?

Floodplain information should be requested when you are planning to do any type of building or grading, and you do not know if your property has a 100-year floodplain on it.

## WHY IS IT NECESSARY FOR ME TO WHEN DO I NEED TO REQUEST A REQUEST THIS INFORMATION?

Montgomery County Code; Chapter 19, Article III and Executive Regulation 108-92 govern any type of construction activity in or near a 100-year floodplain area.

## HOW DO I REQUEST THIS INFORMATION?

Floodplain information can be obtained by telephone, or you may come to the office and someone will assist you.

## HOW MUCH DOES A FLOODPLAIN STATUS REQUEST COST?

The fee for a written Certification of Floodplain Status is \$93.00. There is no charge for a verbal Floodplain Status Request. The above cost includes the 10% Automation Enhancement Fee.

## WHAT IF A 100-YEAR FLOODPLAIN IS ON MY PROPERTY AND I WANT TO BUILD OR GRADE?

Bring in a site plan for a Water Resources Analyst to review and determine:

- If the law will allow you to build, and
- If you need a Floodplain District Permit.

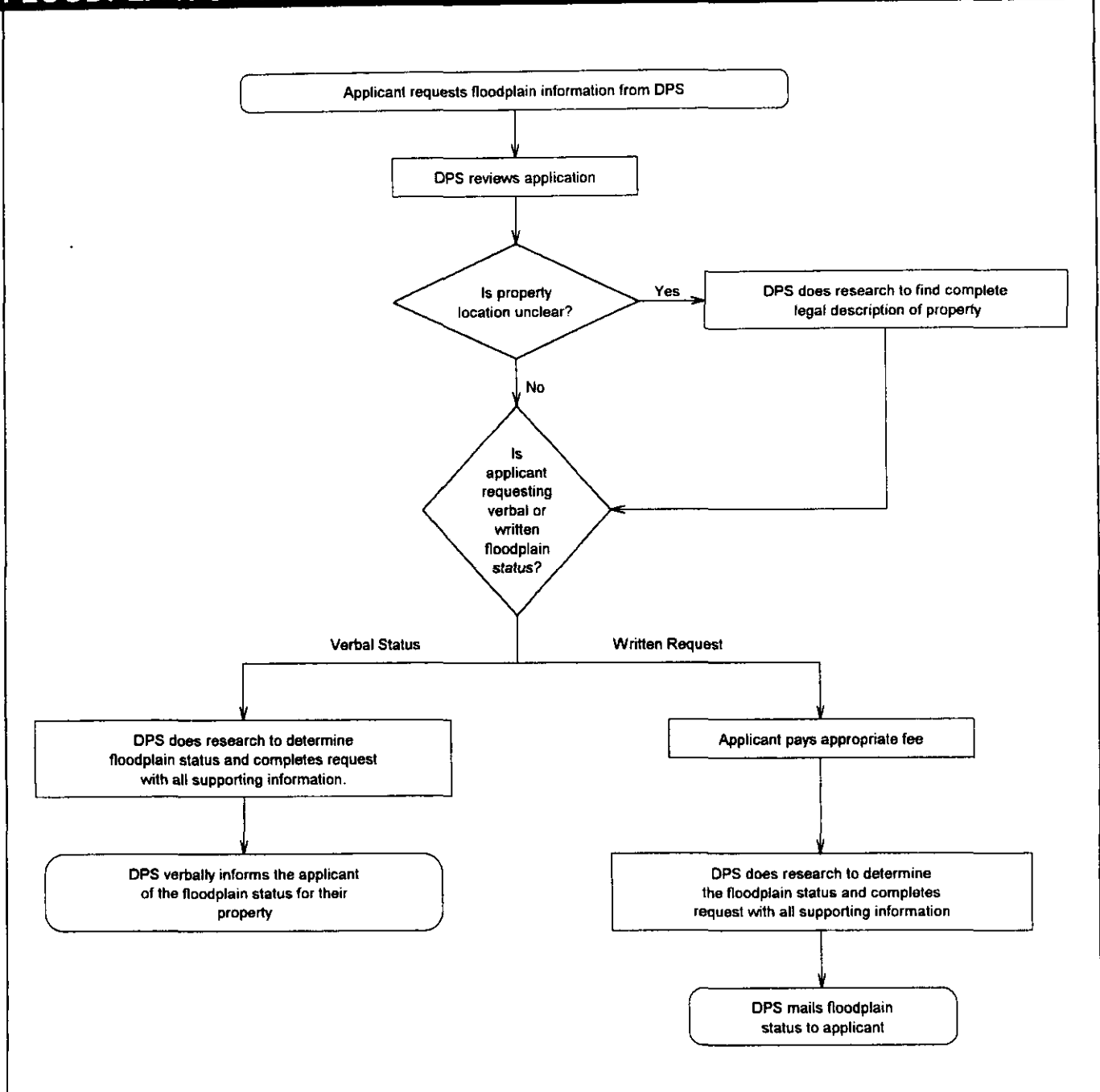
This will be determined by the proximity of the building and grading site to the 100-year floodplain.

## HOW LONG DOES IT TAKE TO RESPOND TO A WRITTEN REQUEST?

A floodplain status determination usually takes approximately one week or less. Actual processing time may vary according to workload and/or complexity of the project.

(CONTINUED ON OTHER SIDE)

## FLOODPLAIN STATUS REQUEST PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6300

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Montgomery  
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Permitting  
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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6160/FAX: 217-6158

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# COUNTY WELL LOCATION

## WHY IS A COUNTY WELL LOCATION PERMIT NECESSARY?

The purpose of the County Well Location Permit is to protect the public health and ground water by assuring that wells are properly sited with respect to the improvements and the sewage disposal system on a property.

## WHEN DO I NEED A COUNTY WELL LOCATION PERMIT?

A County Well Location Permit is required when a new or replacement well is to be installed. This permit must be obtained and the well drilled before a building permit may be issued.

## WHAT IS THE COUNTY WELL LOCATION PERMIT APPLICATION PROCESS?

The application process is described in detail on the direction sheet available from the Well and Septic Section at the above address. At a minimum, applicants must submit a completed application form, accompanied by the correct fee, and two copies of accurately scaled plans (1" = 30').

## Conditions of Approval

If the plans meet minimum standards, and test data are available for the building's septic system, the Well Location Permit will be issued.

## Appeal Information

If a permit is denied, an appeal may be made to a committee through the Chief of the Division of Land Development Services in this department. If the appeal is denied based on County law, the denial may be appealed to the Montgomery County Board of Appeals. If the denial is based on State law, an appeal may be made to the Maryland Department of the Environment.

## Inspection Information.

An inspection is required when the well grout is placed by the well driller. Additional inspection/ water sampling is required before occupancy when the water supply plumbing has been completed and disinfected. Inspections must be scheduled by the builder or applicant. Written approval is needed before occupancy. Please call for further information.

## Other Agencies Involved

A State of Maryland Well Construction Permit must be obtained by your well driller. The Washington Suburban Sanitary Commission (WSSC) should also be contacted at 301-206-8634 for information about plumbing permits.

## WHAT WILL THE COUNTY WELL LOCATION PERMIT COST?

New or replacement permit fee.....\$80.00.  
Permit extension fee..... \$72.00.  
The above costs include the 10% Automation Enhancement Fee.

## WHEN WILL I RECEIVE MY COUNTY WELL LOCATION PERMIT?

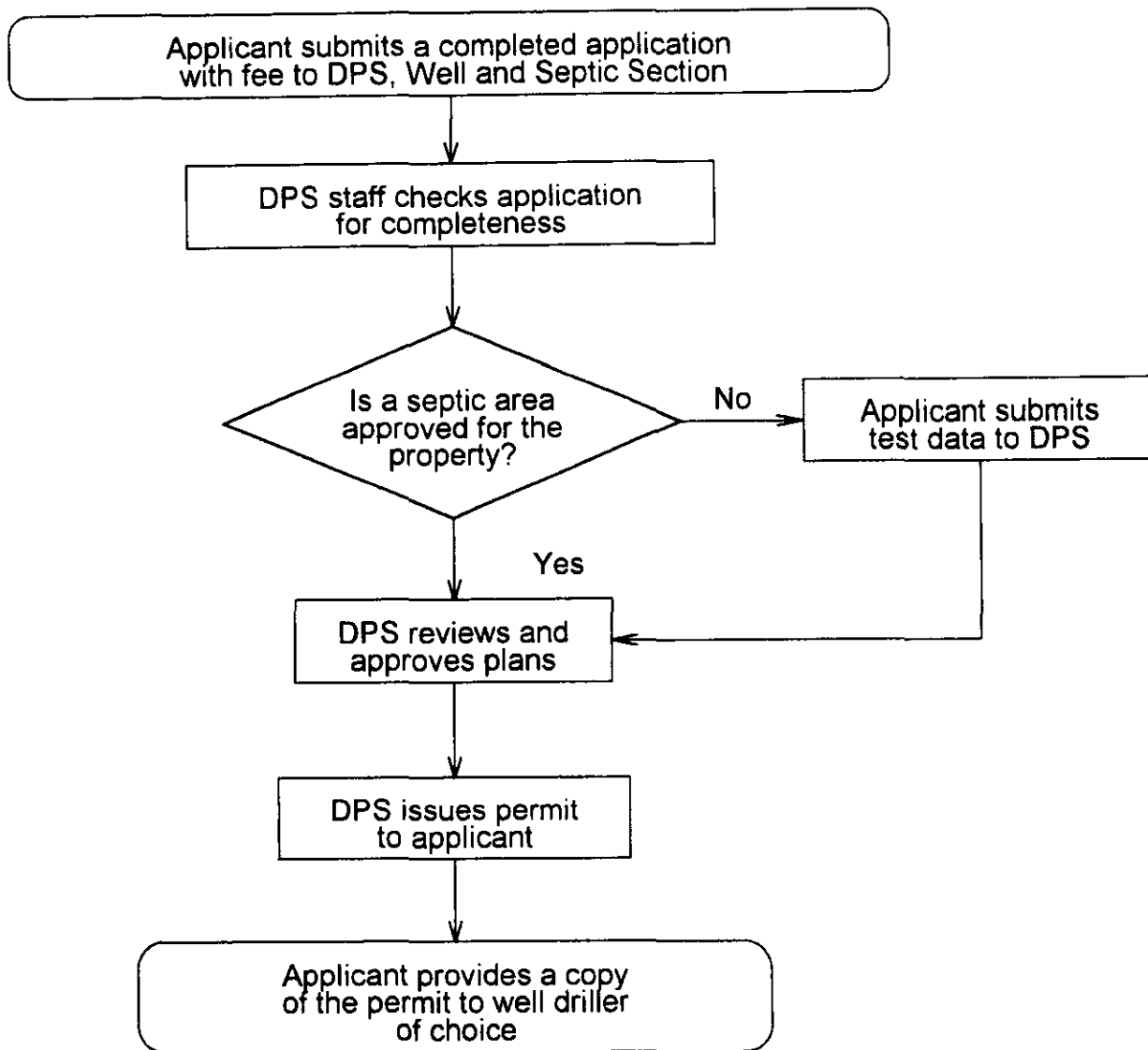
Well Location Permits are issued approximately two weeks from the application date, if all required information has been provided. Processing time may vary due to workload factors/project complexity.

## Permit Duration

A permit is good for six months from the date of its issuance. Upon request, it may be extended twice. Extension fees must be paid before the permit is extended

(CONTINUED ON OTHER SIDE)

## COUNTY WELL LOCATION PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6160





Montgomery  
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255 Rockville Pike, 2nd Fl  
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301-217-6160/FAX: 217-6158

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# STATE WELL CONSTRUCTION PERMIT

## **WHY IS A STATE WELL CONSTRUCTION PERMIT NECESSARY?**

The purpose of the State Well Construction Permit is to protect the public health and ground water by assuring that wells are properly constructed and maintained.

## **WHEN DO I NEED A STATE WELL CONSTRUCTION PERMIT?**

A State Well Construction Permit must be obtained by a Maryland licensed well driller whenever a new or replacement well is to be installed. This permit must be obtained and the well drilled before a building permit may be issued. A County Well Location Permit must be issued before the State Well Construction Permit may be approved.

## **What is the State Well Construction Permit application process?**

An application form prepared by a Maryland licensed well driller and accompanied by the appropriate fee and plans, must be submitted to the Well and Septic Section.

## **Conditions of Approval**

If the application and plans match the information submitted with the County Well Location Permit, the State Well Construction Permit will be issued to the well driller.

## **Appeal Information**

If a permit is denied, an appeal may be made to a committee through the Chief of the Division of Land Development Services in this department. If this appeal is denied due to County law, the denial may be appealed to the Montgomery County Board of Appeals. If the denial is based on State law, an appeal may be made to the Maryland Department of the Environment.

## **Inspection Information**

An inspection is required when the well grout is placed by the well driller. Additional inspection and water sampling is required when the water supply system has been completed. Call 301-217-6160 for information.

## **Other Agencies Involved**

The Washington Suburban Sanitary Commission (WSSC) should be contacted for information about permits for the water supply plumbing. Call WSSC at 301-206-8634.

## **WHAT WILL THE STATE WELL CONSTRUCTION PERMIT COST?**

There is currently no fee for the State Well Construction Permit.

## **WHEN WILL I RECEIVE MY STATE WELL CONSTRUCTION PERMIT?**

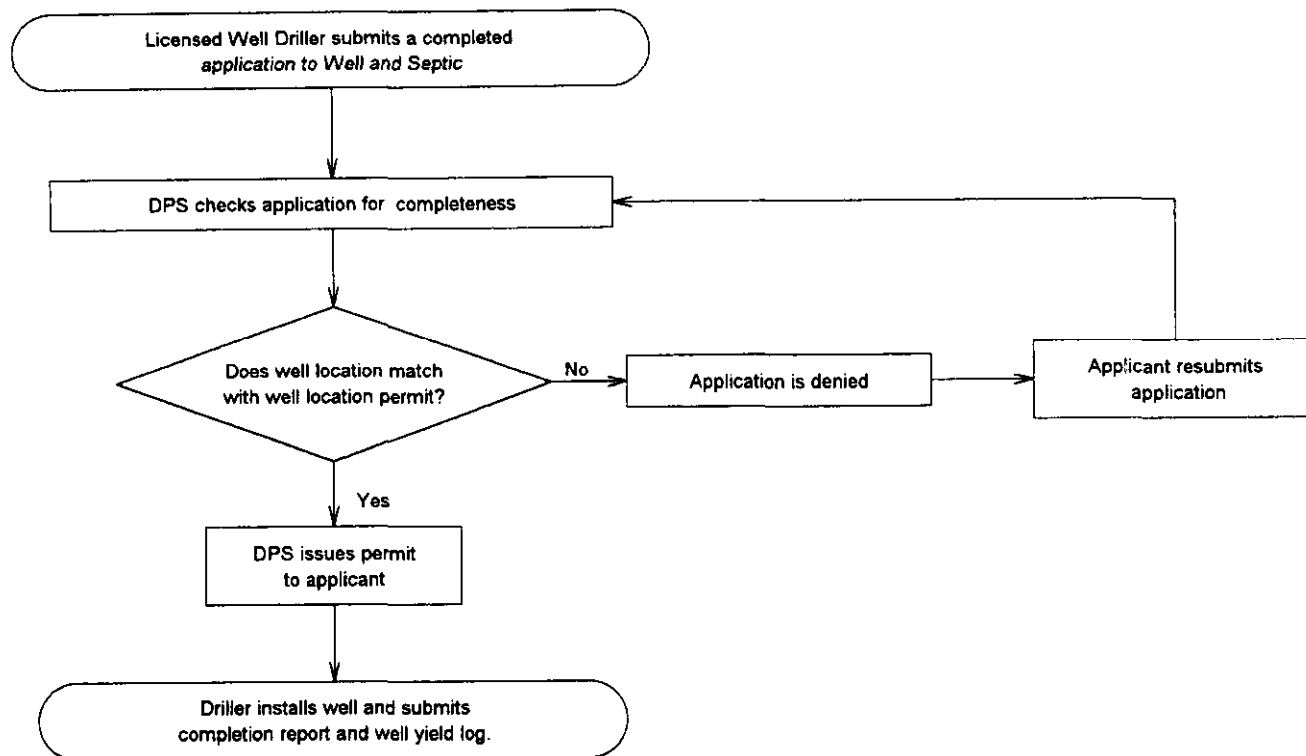
State Well Construction Permits are issued approximately two weeks from the application date, if all required information matches the County Well Location Permit. The permit will be mailed to the well driller. Processing time may vary due to workload factors/project complexity.

## **Permit Duration**

A permit is good for six months from the date of its issuance. Upon request it may be extended no more than twice, if necessary fees are paid before it expires.

(CONTINUED ON OTHER SIDE)

## STATE WELL CONSTRUCTION PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6160



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301-217-6160/FAX: 217-6158

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# SEWAGE DISPOSAL SYSTEM PERMIT

## WHY IS A SEWAGE DISPOSAL SYSTEM PERMIT NECESSARY?

The purpose of a Sewage Disposal System Permit is to protect the public health and ground water by assuring the construction of adequate on-site sewage treatment and disposal systems.

## WHEN DO I NEED A SEWAGE DISPOSAL SYSTEM PERMIT?

A Sewage Disposal System Permit is required when new or replacement sewage disposal systems are to be installed, or whenever additions to, or repairs of, such systems are contemplated.

## WHAT IS THE SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION PROCESS?

The application process is described in detail on the direction sheet available from the Well and Septic Section at the above address. At a minimum, applicants must submit a completed application form, accompanied by the correct fee, and two copies of accurately scaled plans (1" = 30').

## Conditions of Approval

If Well and Septic staff have acceptable water table and percolation test data, they will design the system and issue a permit based on the plans submitted.

## Appeal Information

If a permit is denied, an appeal may be made to a committee through the Chief of the Division of Land Development Services in this department. If the appeal is denied based on County law, the denial may be appealed to the Montgomery County Board of Appeals. If the denial is based on State law, an appeal may be made to the Maryland Department of the Environment.

## Inspection Information

A minimum of two inspections will be required. One will be done when the septic trenches have been dug to full length and depth and the septic tank has been installed. The second inspection will be done after the initial inspection has been approved; the stone, pipe, and paper have been installed; and the tank has been properly connected to the trench piping. Inspections require at least 24 hours notice.

## Other Agencies Involved

The Washington Suburban Sanitary Commission (WSSC) should be contacted for information about plumbing permits required to connect the septic system to the structure to be served. You can call them at 301-206-8634.

## WHAT WILL THE SEWAGE DISPOSAL SYSTEM PERMIT COST?

New or replacement permit fee \$495.50.  
Permit extension fee \$72.00.  
The above costs include the 10% Automation Enhancement Fee.

## WHEN WILL I RECEIVE MY SEWAGE DISPOSAL SYSTEM PERMIT?

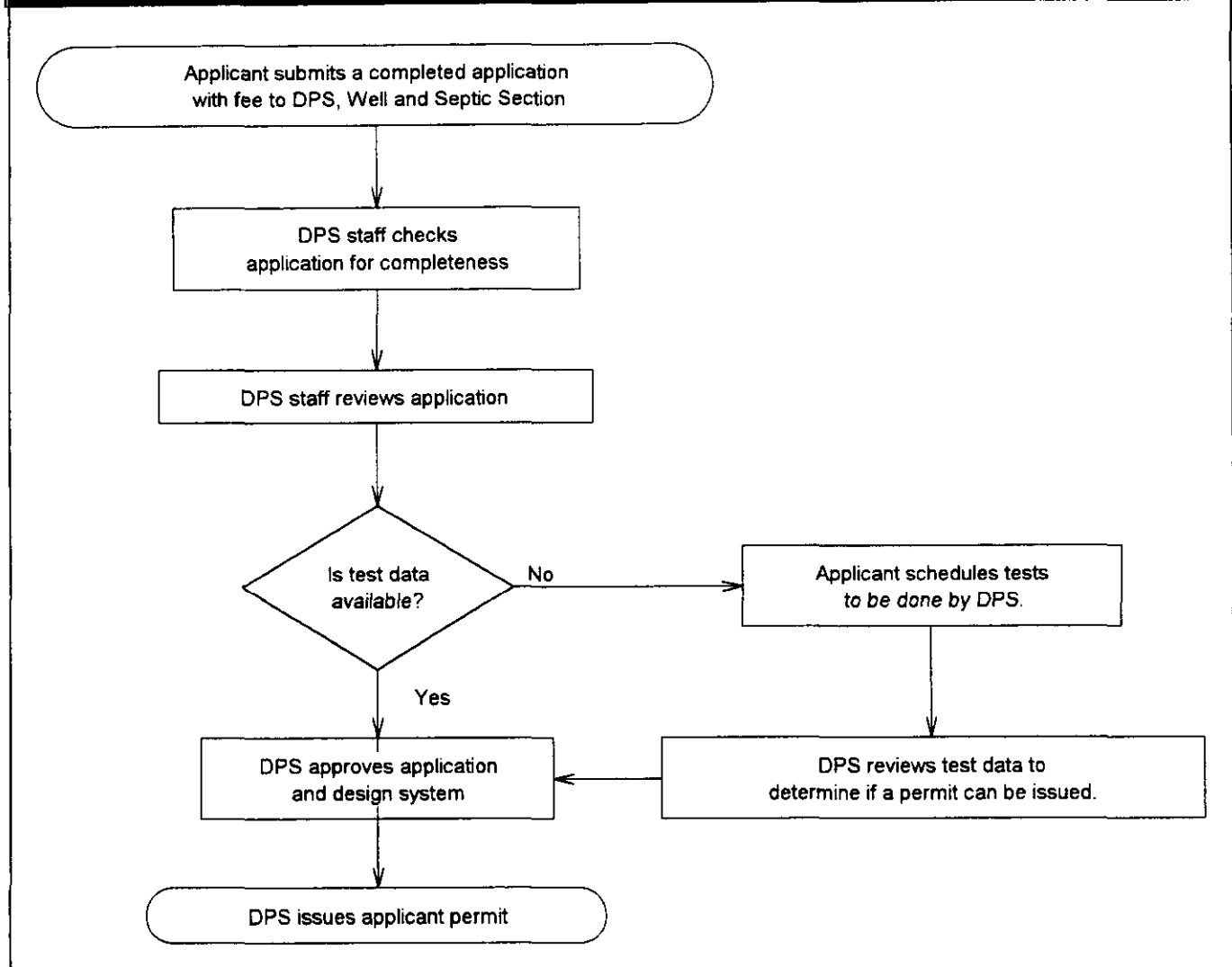
Sewer Disposal System Permits are issued approximately two weeks from the application date if all pertinent testing has been completed and the well (if necessary) has been successfully drilled. Processing time may vary due to workload factors/project complexity.

## Permit Duration

Permits are good for six months from the date of issuance. Upon request, it may be extended no more than twice, if necessary fees are paid before it expires.

(CONTINUED ON OTHER SIDE)

## SEWAGE DISPOSAL PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6160



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# SEWAGE SLUDGE UTILIZATION PERMIT

## WHY IS A SEWAGE SLUDGE UTILIZATION PERMIT NECESSARY?

The purpose of the Sewage Sludge Utilization Permit is to protect the public health and ground water by assuring that septic waste is properly handled and disposed of.

## WHEN DO I NEED A SEWAGE SLUDGE UTILIZATION PERMIT?

A Sewage Sludge Utilization Permit must be obtained by any person or company engaged in the business of cleaning and emptying septic tanks, holding tanks, privies, or other sewage disposal facilities.

## WHAT IS THE SEWAGE SLUDGE UTILIZATION PERMIT APPLICATION PROCESS?

A completed application and fee must be submitted by the applicant.

### Conditions of Approval

The application will be reviewed for compliance with current standards and, if the application is acceptable, an inspection of the sludge hauling truck will be scheduled.

### Appeal Information

If a permit is denied, an appeal may be made to a committee through the Chief of the Division of Land Development Services in this department. If the appeal is denied based on County law, the denial may be appealed to the Montgomery County Board of Appeals. If the denial is based on State law, an appeal may be made to the Maryland Department of the Environment.

## Inspection Information

Inspections of sludge hauling trucks are required annually. The trucks must be properly lettered and at least one-half full of clean water at the time of inspection. Sludge hauling truck inspections are done at the Well and Septic office and must be scheduled in advance. The applicant will also need to specify an acceptable disposal site, and if that site is at a Washington Suburban Sanitary Commission (WSSC) facility, the proper WSSC approval must be provided to the inspector. Please call the Well and Septic Section at the number above for more information.

## Other Agencies Involved

The WSSC should be contacted at 301-206-8634 for information about permits for dumping septage into their facilities.

## WHAT WILL THE SEWAGE SLUDGE UTILIZATION PERMIT COST?

New or renewal permit fee per truck \$110.00  
The above cost includes the 10% Automation Enhancement Fee.

## WHEN WILL I RECEIVE MY SEWAGE SLUDGE UTILIZATION PERMIT?

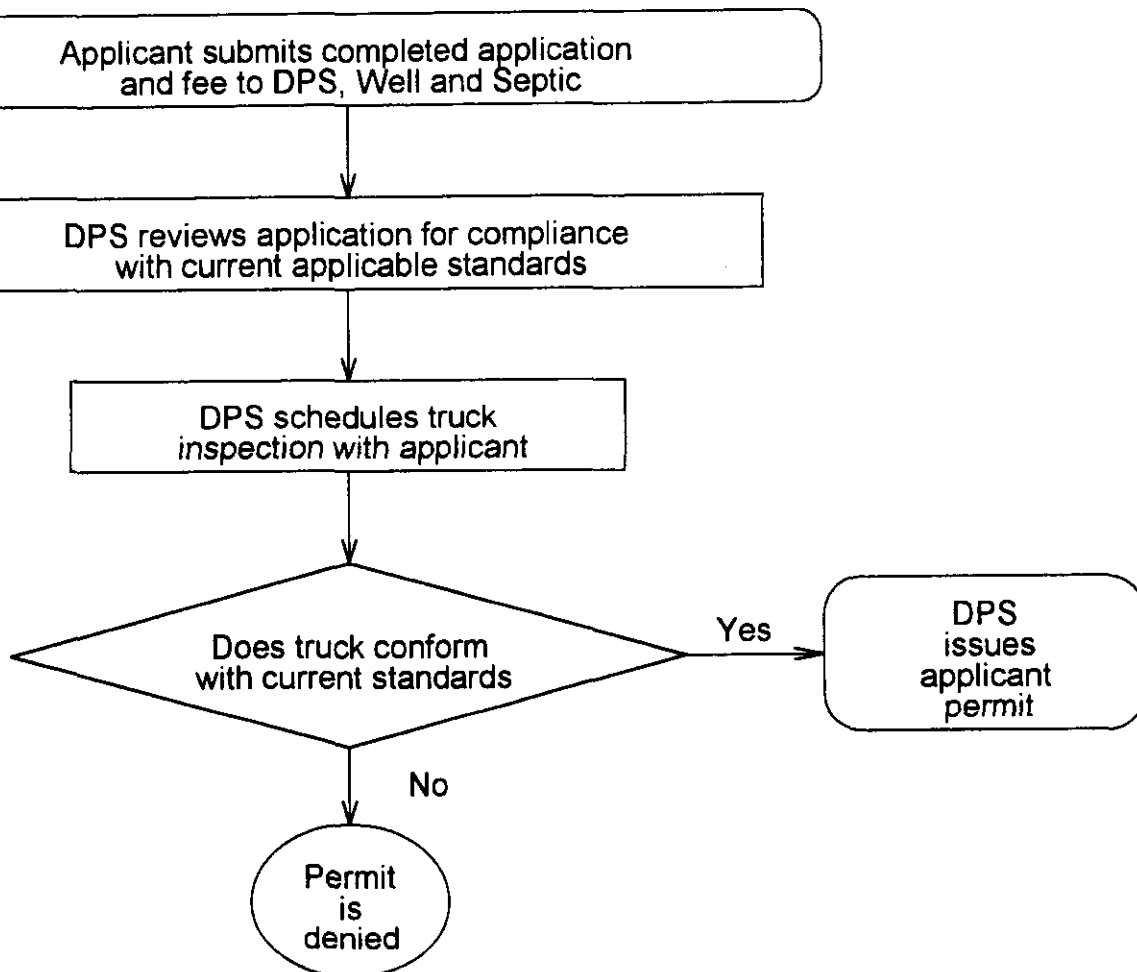
Once a permit application has been approved, a Sewage Sludge Utilization Permit will be issued after a truck inspection has been completed, and a waste discharge location has been authorized. A Sewage Sludge Utilization Permit number must be lettered on a vehicle in accordance with regulations before a vehicle may be allowed to operate. Permit processing time may vary due to workload factors/project complexity.

## Permit Duration

All permits expires on January 31st of each calendar year, regardless of when it was issued during the preceding year.

(CONTINUED ON OTHER SIDE)

## SEWAGE SLUDGE UTILIZATION PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 310-217-6160

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Montgomery  
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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6280/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## SIGN PERMIT

### WHEN IS A SIGN PERMIT APPLICATION NECESSARY?

A sign permit for a permanent sign is required before any exterior sign, as defined by the Montgomery County Zoning Ordinance, may be erected in the county. This requirement applies to all types of signs, including free-standing, wall-mounted, and marquee signs. Illuminated signs require both sign and electrical permits.

### WHAT IS THE PERMIT APPLICATION PROCESS?

Sign permit applications are reviewed by DPS zoning staff; this review takes approximately ten days. After staff approval, a sign permit is issued along with a sign tag which is to be attached to the sign itself. The following information is necessary to process the permit application:

- size (area) and dimension of the sign
- location of the sign on the property or building (site plan required)
- copy of the sign text
- photographs of the property indicating where the sign is to be located.

### WHAT WILL THE COST BE?

The permit fee for each sign is \$193.00. An electrical-permit fee of \$110.00 is also required for illuminated signs. The above costs include the 10% Automation Enhancement Fee.

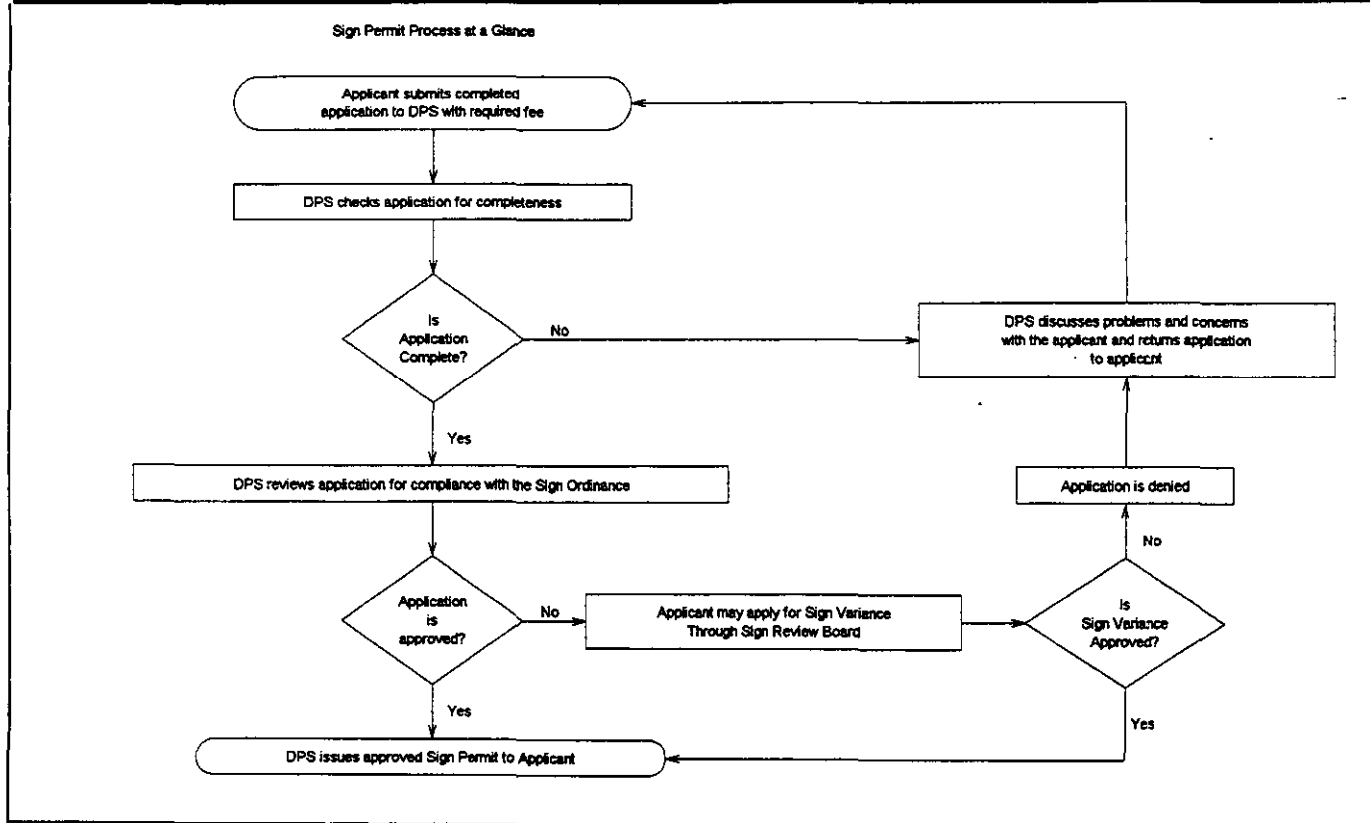
### HOW LONG IS A SIGN PERMIT VALID?

A sign permit for a permanent sign is valid for the life of the sign, provided that the sign remains in the location approved with the permit.

(CONTINUED ON OTHER SIDE)



## SIGN PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6280

# A Guide to Permitting Services



Montgomery County, Maryland  
Department of Permitting Services  
255 Rockville Pike, 2nd Floor  
Rockville, MD 20850-4166  
301/217-6370



Montgomery  
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Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6280/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# SIGN VARIANCE PROCESS

## WHEN IS A SIGN VARIANCE NECESSARY?

A sign variance is required when a proposed sign does not conform to the requirements of the Montgomery County Zoning Ordinance pertaining to the size of the sign or its location.

## WHAT IS THE SIGN VARIANCE APPLICATION PROCESS?

A formal variance request is filed by the applicant and reviewed by the Montgomery County Sign Review Board which conducts a public hearing to decide the variance request based on the hearing testimony. The following must be submitted to DPS to obtain a hearing date:

- Sign Variance Application
- Sign Permit Application
- Sign Drawings (design plans, site plans)
- Photographs

## WHAT WILL THE COST BE?

The fee for each property requiring a variance is \$330.00. The above cost includes the 10% Automation Enhancement Fee.

## HOW LONG WILL IT TAKE TO OBTAIN A SIGN VARIANCE?

The Sign Review Board normally approves or disapproves a variance request immediately after the hearing. In unusual circumstances, the Board may require additional time to consider testimony before a decision is rendered. When a sign variance is approved, the applicant must apply for the appropriate sign permits.

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Montgomery  
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301-217-6280/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## RESIDENTIAL VARIANCE

### WHEN IS A RESIDENTIAL VARIANCE NECESSARY?

A variance is required when a proposed single-family dwelling or extension to a single-family dwelling (including accessing buildings/structures) does not conform to the development standards for the zone in which the subject property is located. This is determined at the time of permit application for alterations to existing dwellings (walk-through permit process) or during the course of site plan review for a new single-family dwelling.

### WHAT IS THE VARIANCE PROCESS?

A completed building permit application is submitted to zoning staff for site plan review. If staff determines that the proposed construction does not meet applicable development standards referenced in the Zoning Ordinance, the applicant is informed that a variance will be necessary before further permit processing. The applicant is provided with a denial notice and directed to apply for a variance heard by the County Board of Appeals.

### WHAT WILL THE COST BE?

A \$44.00 denial fee is collected at the time of initial zoning review. The above cost includes the 10% Automation Enhancement Fee. The Board of Appeals will charge a separate filing fee for hearing a variance application.

### WHAT IS THE FINAL STEP IN PERMIT PROCESSING?

After variance approval by the Board of Appeals, the applicant follows the procedure for obtaining a residential permit. The following material will be needed:

- A copy of the decision rendered by the Board of Appeals.
- A site plan drawn to scale, showing existing and proposed construction on the lot.

This information is available in an alternate format by calling 301-217-6280



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301-217-6280/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# HOME OCCUPATION REGISTRATION CERTIFICATE

## WHEN IS REGISTRATION FOR A HOME OCCUPATION NEEDED?

Any homeowner in Montgomery County who operates a home-based business which generates more than five visits to the site per week, or who provides a non-resident employee, must register his or her business with DPS. In addition, all home-health practitioners and lawn maintenance services are required to register.

## WHAT IS THE APPLICATION PROCESS?

An applicant must submit a Home Occupation Registration Certificate application to the zoning office of DPS. The application must include the following items:

- site plan
- floor plan
- photographs of the property

If the application is approved, the applicant will receive a certificate of registration in the mail.

## WHAT WILL THE COST BE?

There is no cost for a Home Occupation Registration Certificate.

## WHEN WILL THE CERTIFICATE OF REGISTRATION BE READY FOR PICK-UP?

The normal processing time for approval or denial of a registered home occupation application is ten days. The certificate is non-renewable and is valid for as long as the business remains in operation.

This information is available in an alternate format by calling 301-217-6280



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Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6280/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## OFF-STREET PARKING WAIVER

### WHAT IS A PARKING WAIVER?

A parking waiver is required when strict compliance with Article E of the Zoning Ordinance (Off-Street Parking and Loading) cannot be achieved in the design of a parking facility. Waiver requests usually address landscaping, setbacks, or the number of parking spaces required by the ordinance.

### WHAT IS THE APPLICATION PROCESS FOR A PARKING WAIVER?

An applicant may seek a waiver either before or during the course of an application for a building permit. The following information should be forwarded to the Director of DPS:

- request/justification letter
- three copies of a site/landscape plan
- list of adjoining and confronting property owners, including any affected citizens' associations

Zoning staff will process the application, schedule a public hearing, and finalize a recommendation for the director. The applicant will be notified of the director's decision in writing.

### WHAT WILL THE COST BE?

There is no cost associated with a parking waiver application at this time.

### WHEN WILL A FINAL DECISION BE MADE BY THE DIRECTOR?

Once a public hearing has been held, the record is usually kept open for ten days to allow additional information to be presented/ considered. Typically the Director makes a decision within two weeks from the date that the record has officially closed.



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# NONCONFORMING USE CERTIFICATE

## WHAT IS A NONCONFORMING USE?

The term "nonconforming" applies to a land use which existed prior to the establishment of zoning in a geographic area, or a change in zoning which makes the use no longer in compliance with the zoning ordinance.

## WHAT IS THE APPLICATION PROCESS FOR REQUESTING APPROVAL OF A NONCONFORMING USE?

The applicant submits a formal request which is reviewed by DPS staff against the criteria for non-conforming use contained in the Montgomery County Zoning Ordinance. Documentation such as sales receipts, tax records, signed affidavits and photographs provide evidence which is considered during the course of the decision-making process. The applicant is informed in writing of the decision on his or her request.

## WHAT WILL THE COST BE?

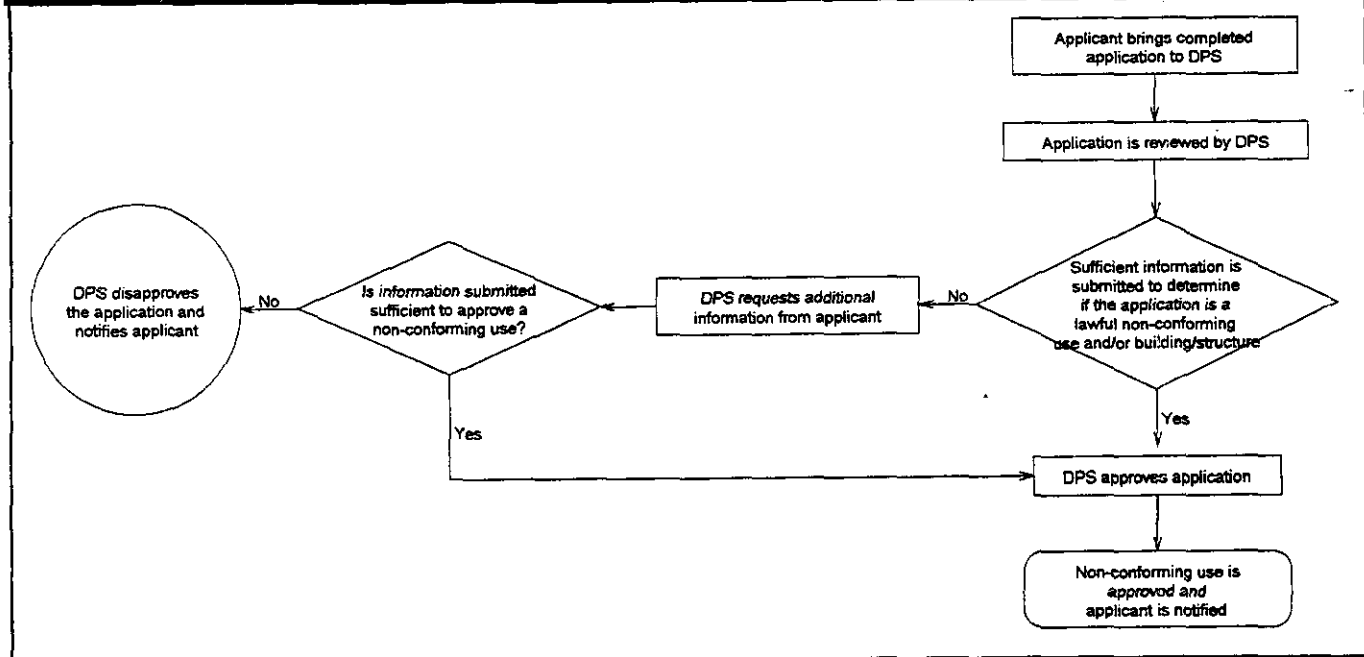
There is no cost for a nonconforming use application at this time.

## WHEN WILL A DECISION BE MADE?

Provided that proper documentation is presented at the time of application, and no additional information is necessary, normal processing time is ten working days.

(CONTINUED ON OTHER SIDE)

## NONCONFORMING USE CERTIFICATE PROCESS AT A GLANCE



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# BED AND BREAKFAST LODGING CERTIFICATE

## **When does a bed and breakfast lodge need to register?**

All bed and breakfast lodges must register with the Department of Permitting Services as provided for in the Montgomery County Zoning Ordinance.

## **What is the application process?**

The applicant submits a letter to The Department of Permitting Services stating the following:

- Name, Address
- Number of Guest Rooms
- Lot Area
- Floor Area of House
- Floor Area of Guest Rooms
- Parking Spaces Provided in Connection with the Operation
- Copy of Special Exception Opinion (if required)
- Copy of Final Approval From the Department of Health and Human Services, Promotion, Prevention, and Permitting Services Office, 301 217-7272.

The Department of Permitting Services will respond to the applicant with a letter stating approval or denial of the Bed and Breakfast Lodging Certificate.

## **What will the cost be?**

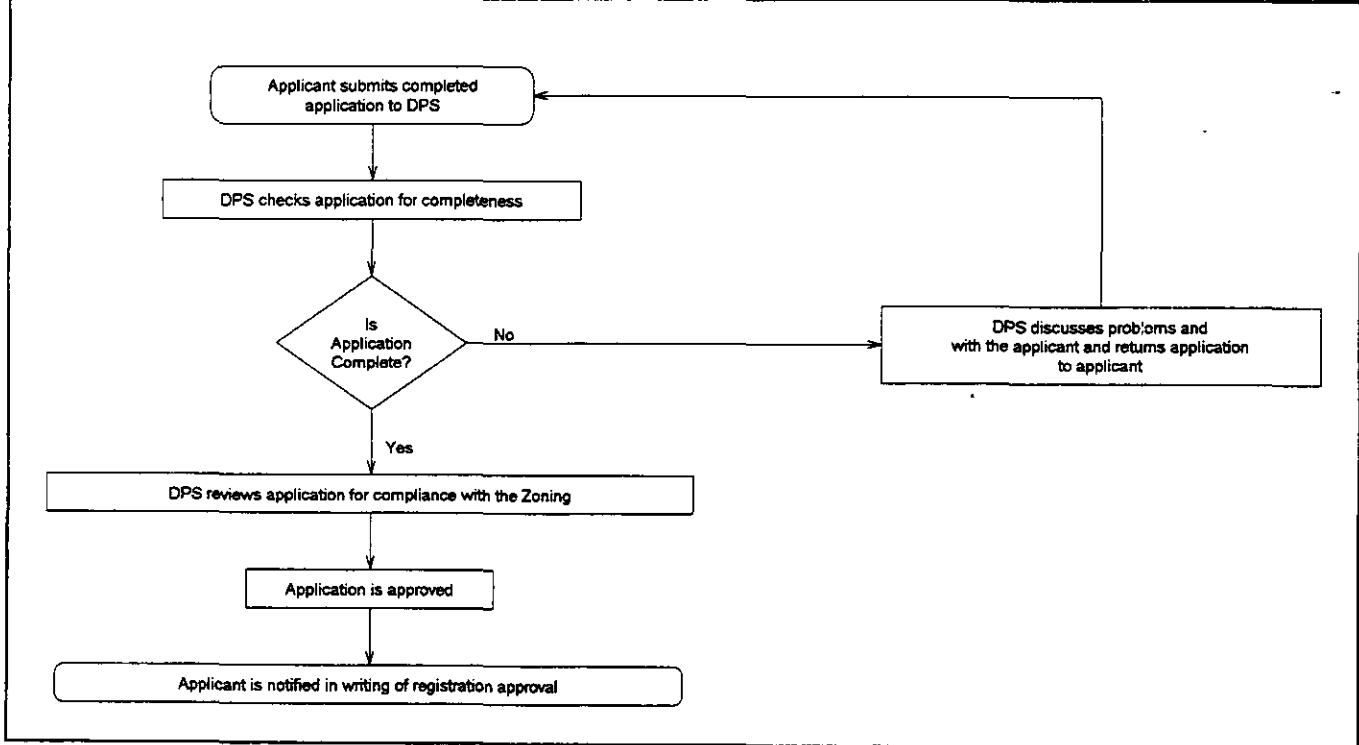
There is no cost to the applicant at this time.

## **When will notification of Bed and Breakfast Lodging Certificate approval or denial be given?**

The normal processing time is two weeks from receipt of letter. This time frame could vary depending upon completeness of the application and workload demands. The certificate is valid for the duration of the operation and is non-renewable.

(CONTINUED ON OTHER SIDE)

## BED AND BREAKFAST REGISTRATION PROCESS AT A GLANCE



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255 Rockville Pike, 2nd Fl  
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301-217-6370/FAX: 217-6374

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## LIMITED DURATION SIGN PERMIT

### WHEN IS A LIMITED DURATION SIGN PERMIT REQUIRED?

A limited duration sign permit is required for a non-permanent sign that is either displayed:

- on private property for more than 30 days, or
- within the public right-of-way on weekends only or for a 14-day period.

### WHAT ARE THE REGULATIONS THAT APPLY TO LIMITED DURATION SIGNS?

- Limited duration signs on private property are subject to size, height, and location standards depending on the zoning classification.
- Limited duration signs in the public right-of-way are subject to size, height, and location restrictions. Applicants are limited to a maximum of four limited duration signs.
- Limited duration signs can only be erected on weekends or for fourteen consecutive days during any six-month period.

### WHAT IS THE PROCESS TO OBTAIN A PERMIT?

A completed application and the following information must be submitted to DPS for review.

- a drawing of the area showing the proposed location of the sign in relation to nearby buildings and streets.
- a scaled drawing of the sign.
- written permission of the property owner, if the sign is erected on private property.

### WHAT IS THE FEE FOR A LIMITED DURATION SIGN PERMIT?

The cost of a limited duration sign permit is \$22.00. The above cost includes a 10% Automation Enhancement Fee.

This information is available in an alternate format by calling 301-217-8001

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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# BUILDING PERMITS FOR NEW HOMES AND CONSTRUCTION OF NEW COMMERCIAL BUILDINGS OR ADDITIONS

## WHEN IS A BUILDING PERMIT REQUIRED?

For all new construction and additions in Montgomery County and municipalities, with the exceptions of the City of Rockville and the City of Gaithersburg.

## WHAT IS THE PURPOSE OF A BUILDING PERMIT?

Building permits are required to ensure public safety, health, and welfare as they are affected by building construction, through structural strength, adequate egress facilities, sanitary equipment, light, ventilation and fire safety.

## WHAT IS THE PERMIT PROCESS?

- Submission of a completed Sediment Control application (including two site plans) is usually required prior to applying for a building permit.
- Submission of a completed permit application package, containing all supporting documents needed to apply for the permit.
- Two complete sets of construction drawings are required along with five site plans (six site plans, if the lot has a well and/or septic system.) Additional site plans are required for a Sediment Control Permit.

NOTE: FOR MORE INFORMATION, PLEASE REFER TO CHECKLISTS IN THE BACK OF THE MANUAL.

## Other agencies involved

Approvals may be required from the following agencies:

- SHA (State Highway Administration)
- Maryland -National Capital Park & Planning Commission
- WSSC (Washington Suburban Sanitary Commission)
- Department of Health and Human Services

## Inspections Information

Inspection requirements are attached to the approved set of plans. Inspections for which requests are received before 12:00 noon are scheduled for the following day. Inspections for which requests received after 12:00 noon, are scheduled to occur within two business days.

## WHAT WILL THE PERMIT COST?

The filing fee for a commercial permit is \$250, and for residential, \$125. A 10% Automation Enhancement Fee will be added to the permit fee.

## PERMIT DURATION:

The permit is valid for one (1) year from the date of issue. An extension may be applied for prior to permit expiration. For further information, contact 301-217-6370.

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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## PRELIMINARY DESIGN CONSULTATION

### WHAT IS A PRELIMINARY DESIGN CONSULTATION?

This is a voluntary design review conference with DPS staff engineers to discuss preliminary/schematic building design drawings prior to preparation of final construction documents (working drawings, specifications, etc.). It is intended primarily for reviewing architectural designs and related site development (but not zoning matters); however, preliminary consultations also may be arranged for engineering systems designs.

### WHAT IS THE BENEFIT OF DESIGN CONSULTATION?

Preliminary consultation affords the designer(s) and the code officials the earliest possible opportunity to identify and address potential code deficiencies before they get designed into the final project documents. Identification and resolution of code problems before the building permit application process greatly increases the likelihood of a successful permit review and approval process.

### WHO MAY REQUEST A DESIGN CONSULTATION?

Anyone contemplating a building construction project may request a pre-design consultation; however, meetings involving the project architect/engineers tend to be the most productive. Thus, it is highly recommended that the design professional(s) attend the meetings. Developers of projects that are comparatively large or complex in scope, that involve a special use or occupancy, or that constitute an enlargement of, or change of use in, an existing building are likely to benefit the most from the preliminary review process. You should consider preliminary design consultation if your project includes: buildings of education or assembly occupancies, health care

facilities, high-rise buildings, atrium buildings, covered mall buildings, mixed-use buildings, or any building including one or more of these uses or conditions.

### WHAT IS THE CONSULTATION PROCESS?

Consultations must be scheduled by calling a Permit Technician at 301-217-6200. Since there are a limited number of available slots on the weekly consultation calendar, early scheduling of appointments is recommended (at least two weeks in advance). Normally, you will be discussing your architectural design with a building code official and a fire code official. If you want engineering consultation on a systems design, you must specify which type of system, and a specialist will be available.

### IS THERE A CONSULTATION SERVICE FEE?

No. This service is offered as a courtesy to encourage early contact by the project developer with code officials to discuss the buildings proposed design relative to the County's applicable building and fire safety construction standards.

### ARE THERE ANY LIMITATIONS OR CONDITIONS?

Each scheduled consultation is allocated one hour, but often requires less. In most cases one meeting is sufficient to complete the preliminary design evaluation. Depending on the degree of design development or the project's complexity, at the discretion of the staff engineer(s), a follow-up review may be recommended. Since the pre-design review is not a formal part of the permit review process, results of the discussion are not official or binding. In all cases the customer should prepare minutes of the meeting for review, especially if verification by the DPS engineers is desired.

This information is available in an alternate format by calling 301-217-6200



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# COMMERCIAL PLAN SCREENING PROCESS

## WHAT IS COMMERCIAL PLAN SCREENING?

Commercial (non-single-family dwelling) plan screening is an evaluation of the technical permit documents (plans, specifications) and other technical information at the permit application submittal stage to ascertain the acceptability of the plans for intake into the permit review process. This function is performed by commercial staff engineers/plans analysts. It ensures that only qualified plans come into the review process and provides an applicant with immediate feedback on potential code issues.

## WHAT CONSTITUTES ACCEPTABLE PLANS?

The package of plans/technical documents must be complete and accurate, clear and readable, prepared and organized according to accepted architecture/engineering practices and conventions, and properly sealed and signed by Maryland registered design professionals (architects/engineers).

## WHAT IS THE SCREENING PROCESS?

At the point of permit application submittal, a site plan and/or building plan screener evaluates the plans according to established criteria. If the documents are found to be acceptable, the applicant is so advised and directed to resume the application process. If the documents are found unacceptable, the screener explains the deficiencies and prepares a written comments/corrections list so that the applicant may address the deficiencies. After the corrections are completed, the applicant must return to the permit intake area and repeat the screening cycle.

## IS THERE A LIMIT TO THE NUMBER OF TIMES AN APPLICANT'S PLANS MAY BE SCREENED?

No.

## MAY AN APPLICANT CORRECT ANY DEFICIENCIES AT THE SCREENING STATION?

Only the responsible Maryland registered design professional, at the screener's discretion, may make certain handwritten corrections on the technical documents.

## IS THERE A FEE FOR THE SCREENING PROCESS?

No.

## HOW MAY AN APPLICANT OBTAIN PRE-DESIGN CONSULTATION PRIOR TO PERMIT APPLICATION?

An applicant may schedule a preliminary plan consultation with building and/or fire code engineers by calling 301-217-6200 for an appointment, or by stopping at the Plan Review Section service counter (Station 9). There is no consultation fee, and the applicant may schedule follow-up consultations, as needed. NOTE: AT PERMIT APPLICATION, IF PLAN SCREENERS FIND THE PLANS TO BE SERIOUSLY DEFICIENT, THEY MAY REQUEST THAT THE APPLICANT SCHEDULE A CODE CONSULTATION.

This information is available in an alternate format by calling 301-217-6200



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255 Rockville Pike, 2nd Fl  
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301-217-6240/FAX: 217-8690

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# COMPLEX STRUCTURES

## WHAT IS A COMPLEX STRUCTURE?

A complex structure is:

- Any building over two stories, except one-and two-family dwellings and any building of type 5 construction.
- Any building with deep foundations, such as caissons and piles.
- Any building with post-tensioned structures.
- Any structure determined by DPS to be of unusual design, magnitude or construction.

## WHO DECIDES THAT A BUILDING IS A COMPLEX STRUCTURE?

A DPS plan review engineer reviews drawings submitted with a building-permit application to determine if the building is a complex structure. The owner or his/her representative is then notified of the engineer's determination in writing.

## WHAT TO DO PRIOR TO PERMIT ISSUANCE

When a structure has been identified as a complex structure, the owner or his/her representative must do the following prior to permit issuance.

- Review and comply with complex structure requirements provided by DPS
- Complete and return a Montgomery County Complex Structure Agreement provided by DPS

## WHAT IS THE DIFFERENCE BETWEEN AN INSPECTION FOR A REGULAR COMMERCIAL BUILDING AND AN INSPECTION FOR A COMPLEX STRUCTURE?

Inspections for regular commercial buildings are performed by county employees. Complex-structure inspections are performed by a team of third-party architects and engineers.

## WHAT ARE THE COSTS?

All fees and costs related to the performance of special services provided by third-party inspections are paid by the building owner.

This information is available in an alternate format by calling 301-217-6240





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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# COMMERCIAL "FAST TRACK" BUILDING PERMIT

## PERMIT PROCESS?

### WHAT IS THE "FAST TRACK"

The "Fast Track" process is an abbreviated permit review and approval process developed to expedite permits for interior alterations in existing commercial buildings.

### WHAT TYPES OF PROJECTS QUALIFY FOR THE "FAST TRACK" PROCESS?

Generally, qualifying projects are interior alterations that:

- Do not involve any change in use.
- Do not increase building gross floor area.
- Do not involve any site changes (including parking) or a pending zoning special exception.  
NOTE: Alterations which are unusually complex, or which require an extensive review, are routed through the normal permit review process.

### WHAT IS THE PROCESS?

- A completed "Fast Track" permit application must be submitted.
- The application must be accompanied by two complete sets of construction plans and details originally signed and sealed by the respective Maryland registered design professional.
- Prior to intake, the application will receive a zoning review and the plans will be screened for completeness, accuracy, and clarity of information. Plans must indicate design conformance to accessibility, architectural, electrical, mechanical, structural, and fire protection/safety standards.

NOTE: Applications not satisfying the screening requirements will be returned for the appropriate adjustments.

### WHAT WILL THE PERMIT COST?

The permit fee will be calculated on the basis of the estimated project construction costs (materials, equipment, labor) multiplied by the factor 0.0125. There will be a minimum filing fee of \$250. A 10% Automation Enhancement Fee will also be added to the permit fee.

### WHEN WILL I RECEIVE MY PERMIT?

Usually, permits are issued within ten business days. Actual time may vary according to the volume and/or difficulty of projects in the process.

NOTE: Disapproved "Fast Track" permits must be refiled as new applications.

### WHAT ARE THE APPEAL PROCEDURES?

- For architectural, structural, electrical, life safety, or mechanical code issues, contact DPS at 301-217-6200.
- For issues regarding the Fire Marshal's office please call 301-217-4570.
- For handicap accessibility code issues, contact the Maryland Department of Housing and Community Development at 410-514-7220.

This information is available in an alternate format by calling 301-217-6200



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301-217-6370/FAX: 217-6374

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# USE AND OCCUPANCY CERTIFICATE

## WHEN IS A USE & OCCUPANCY CERTIFICATE REQUIRED?

A Use & Occupancy Certificate is required for the space to be used prior to opening any business in Montgomery County.

The purpose of this certificate is to document that all applicable safety code and health code requirements have been met.

## WHAT IS THE APPLICATION PROCESS?

- Submit a completed Use and Occupancy application accompanied by one copy of a site plan showing parking analysis. If the property is located within the parking lot district of Bethesda, Silver Spring, Wheaton, or Montgomery Hills, no site plan is needed because these areas are provided with public parking.
- For food service establishments, submit a completed Statement of Operations form.
- If the use is permitted by special exception, submit a copy of the current special exception opinion.

## APPROVALS AND INSPECTIONS REQUIRED

- The zoning official must approve your site for the use intended.
- The property must be inspected and approved by the Fire Marshal and the building & electrical inspectors.
- If the use is permitted by special exception, a zoning inspection is also required.

## WHAT IS THE COST OF THE CERTIFICATE?

The fee for a Use & Occupancy Certificate is calculated on a per-square-foot basis as follows:

0 - 5,000 sq.ft.	\$180
5,001 - 10,000 sq.ft.	\$300
10,001 - 20,000 sq.ft.	\$360
20,001 sq.ft. and up	\$360 plus \$.01 per square foot of area exceeding 20,000 square feet.

**Maximum fee - \$5,000.**

A 10% Automation Enhancement Fee will be added to the above cost.

## WHAT IF THE SPACE WAS PREVIOUSLY OCCUPIED?

- If the use of the space has not changed (e. g., a business office moves out and another business office moves in), there is may be a Use & Occupancy Certificate on file in our office.
- If the use or dimensions of the space have changed, a new Use & Occupancy Certificate is required.

## IF THE PREVIOUS OWNER/TENANT DID NOT LEAVE THE CERTIFICATE, HOW CAN I GET A COPY?

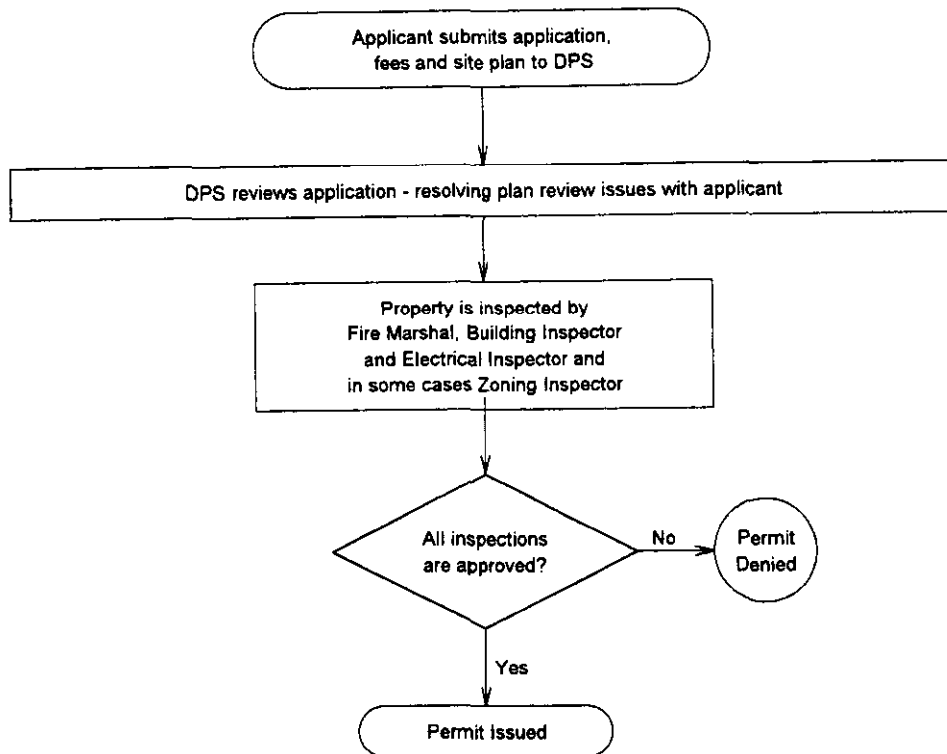
Copies of certificates can be obtained from this office by completing a Request for Information form. The fee for a photo copy is 10 cents per sheet.

## HOW LONG IS THE CERTIFICATE VALID?

The certificate is valid until the use of the space changes or there is an increase or decrease in the floor area used.

(CONTINUED ON OTHER SIDE)

## USE AND OCCUPANCY LICENSE PERMITTING PROCESS AT A GLANCE



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# Preliminary Screening for: FIRE PROTECTION SYSTEM SUBMITTALS

## THE PRELIMINARY SCREENING?

The purpose of the screening is to provide an initial review of fire-protection-system plans for design/procedural errors that can delay plan approval.

## WHAT IS THE APPLICABILITY?

The screening applies to all fire-protection-system submittals, including those for sprinkler, standpipe, fire alarm, detection, smoke control, halon, and carbon-dioxide systems.

## WHAT ARE THE PROCEDURES?

- The system designer(s) familiar with the plans and calculations must deliver the submittal in person.
- DPS staff is available for screening on Mondays, Wednesdays, or Fridays between 9:30 and 11:30 AM, or between 1:00 and 3:00 PM.
- Screenings are usually completed by fire-code-plan-review staff within 15 minutes. Plans which adequately describe the work to be performed will be accepted for review. If corrections are necessary, the plan reviewer will give the system designer a written list of deficiencies/code violations.

- Corrected resubmittals must be accompanied by the list of deficiencies/code violation and an appropriate response to each.
- If a system designer wants to meet with a plan reviewer prior to a screening submittal, he/she must make an appointment with the reviewer.

## WHAT ARE THE LIMITATIONS OF THE SCREENING?

- The designer(s) must present the submittal, in person.
- Since screening is preliminary in nature, deficiencies may be found in the subsequent review.
- A maximum of two preliminary screenings will be allowed per project.

## WHAT IS THE COST?

There is no cost for preliminary screening.

This information is available in an alternate format by calling 301-217-6200



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# FIRE ALARM PERMIT

## WHEN IS A FIRE ALARM PERMIT REQUIRED?

A Fire Alarm Permit is required for all work involving installations, alterations or modifications of a fire alarm system.

### Purpose

The purpose of a Fire Alarm Permit is to ensure the system's compliance with life safety and building codes.

## WHAT IS THE FIRE ALARM PERMIT APPLICATION PROCESS?

### Requirements:

The applicant must complete a Fire Protection System permit application, which includes the name of a contact person. Two through five sets of folded plans (depending on the number of plans the applicant wants returned) and a \$100 filing fee must be submitted with the application.

### Process:

Plans are submitted at station 3 between the hours of 7:00 a.m. - 4:00 p.m., Monday - Friday. The applicant may request a free screening on Mondays, Wednesdays, and Fridays between the hours of 9:30 a.m. - 11:30 a.m. and 1:00 p.m. - 3:00 p.m. The screening assesses whether the submittal is complete and in conformance with the fire codes (see **Preliminary Screening for Fire Protection System Submittals**).

### Inspection:

Inspections may be arranged by calling (301) 217-4570 between 7:30 a.m. - 4:00 p.m., Monday - Friday.

## APPEAL INFORMATION

If the permit is denied, the applicant may appeal to the Montgomery County Board of Appeals. Applicants may call the Board of Appeals at (301) 217-6600 for further information on the appeal process.

## WHAT WILL THIS PERMIT COST?

The fee for the Fire Alarm Permit will vary. A 10% Automation Enhancement Fee will be added to the cost of the permit fee.

## WHEN WILL THE PERMIT BE ISSUED?

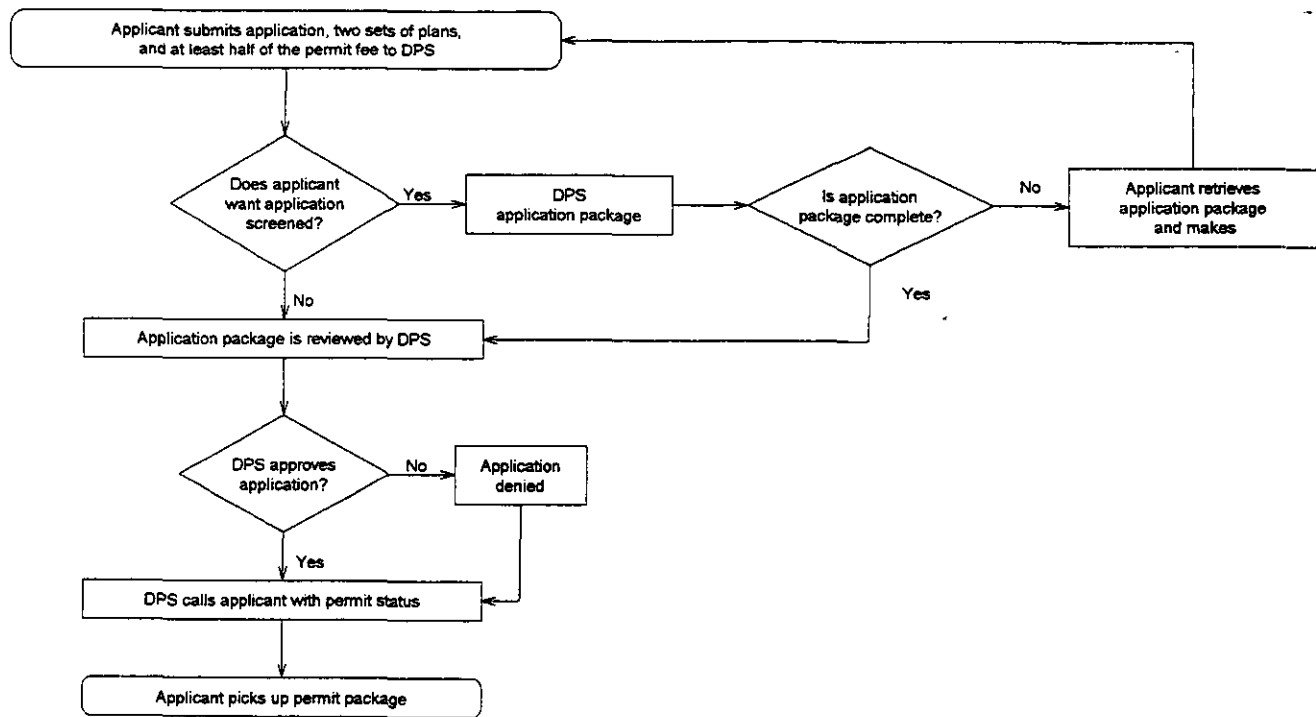
The Fire Alarm Permit turnaround time varies with workload, goal is two weeks of processing time for regular system plans. If plans are submitted under the Fast-Track system, they can be processed within five working days. To meet the Fast-Track guidelines, plans must be less than 20,000 square feet without requiring a main control panel.

## PERMIT DURATION:

The permit is valid for one year from the issue date.

(CONTINUED ON OTHER SIDE)

## FIRE ALARM PERMIT PROCESS AT A GLANCE



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# SPRINKLER PERMIT

## WHEN IS A SPRINKLER PERMIT REQUIRED?

A sprinkler permit is required for all work involving installations, alterations or modifications of more than 10 sprinkler heads.

### Purpose

The purpose of a Sprinkler Permit is to ensure the system's compliance with building and fire codes.

## WHAT IS THE APPLICATION PROCESS?

### Requirements:

The contractor must be licensed with the Montgomery County Department of Fire and Rescue Services. The applicant must complete a Fire Protection System permit application, to include the name of a contact person.

Two through five sets of folded plans and at least half of the permit fee must be submitted with the application (see fee schedule.)

### Process:

Plans are submitted at station 3 between the hours of 7:00 a.m. - 4:00 p.m., Monday - Friday. The applicant may request a free screening on Mondays, Wednesdays, and Fridays between the hours of 9:30 a.m. - 11:30 a.m. and 1:00 p.m. - 3:30 p.m. The screening assesses whether the submittal is complete and conforms to the fire codes(see screening limitations).

### Inspection:

Inspections may be arranged by calling (301) 217-4570 between 7:30 a.m. - 4:00 p.m., Monday - Friday.

## APPEAL INFORMATION

If the permit is denied, the applicant may appeal to the Montgomery County Board of Appeals. Applicants may call the Board of Appeals at 301-217-6600 for further information regarding the appeal process.

## WHAT WILL THE PERMIT COST?

The fee for the Sprinkler Permit will vary. A 10% Automation Enhancement Fee will be added to the cost of the permit.

## WHEN WILL THE PERMIT BE ISSUED?

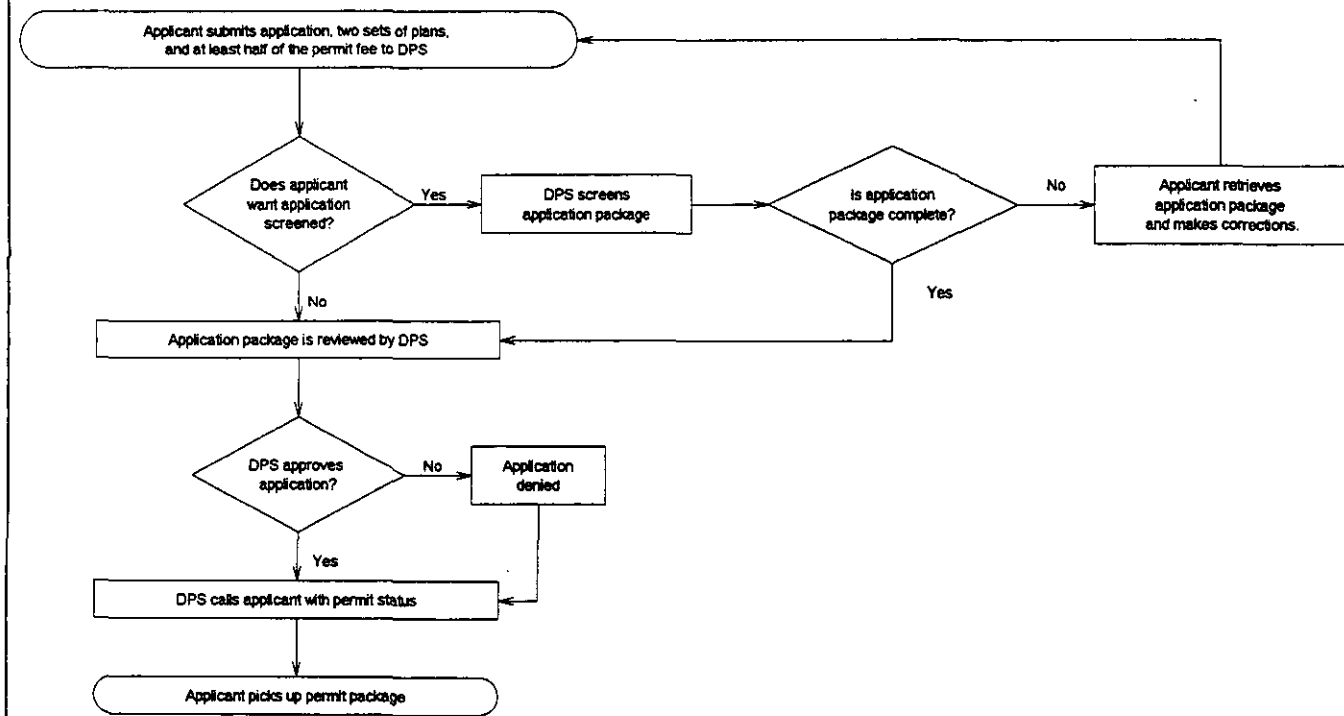
The Sprinkler Permit turnaround time varies with workload. Our goal is two weeks of processing time for regular system plans. If plans are submitted under the Fast-Track system, they can be processed within five working days. To meet the Fast-Track guidelines, plans must be less than 5,000 square feet and not requiring calculations.

## PERMIT DURATION

The permit is valid for one year from the issue date.

(CONTINUED ON OTHER SIDE)

## SPRINKLER PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6370





Montgomery  
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Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6240/FAX: 217-6318

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# PRE-CONSTRUCTION MEETING

## WHAT IS A PRE-CONSTRUCTION MEETING?

The purpose of the Pre-construction meeting is:

- To establish contact with the permittee, design team, contractor, and inspector in order to determine the responsibility of each individual after obtaining the approved plans from the Department of Permitting Services, and prior to commencing construction. A pre-construction meeting must be held at the job site with our inspectors for the following permits: Sediment Control and Commercial Building.
- To review approved plans, discuss construction techniques and schedules, answer questions the sub-contractors may have, and explain the inspection procedure.

## WHAT IS THE PROCESS?

To request a pre-construction meeting, please call the following telephone numbers: Sediment Control 217-6301 and Commercial Building 217-6240. The Sediment Control number can be called at any time, as it reaches a voice mailbox, but your meeting must be confirmed by the inspector. The recording will guide you. Please provide the premise address, permit number and a contact person's name and telephone number. The meeting will typically be scheduled for the following workday, if the request is made before 12 noon.

## WHAT WILL IT COST?

There is no cost for a pre-construction meeting.

## WHAT IS A PRE-CONSTRUCTION MEETING FOR COMPLEX STRUCTURES?

Pre-Construction meeting or pre-agreement conference is held for the purpose of:

- Discussing the county requirements for complex structures
- Reviewing the proposed inspection plan
- Examining the credentials of the proposed inspections professionals and testing laboratories
- Reaching a tentative agreement on the complex structure agreement

## WHO SHOULD ATTEND THE PRE-AGREEMENT CONFERENCE?

- Owner or his/her representative
- Structural engineer of record
- Professional in charge of architectural, mechanical, geotechnical, structural and materials testing
- Concrete contractor
- General contractor
- County representative

## WHERE DOES THE PRE-CONSTRUCTION MEETING TAKE PLACE?

In the DPS office.

To request a pre-construction meeting for complex structures, please contact Hadi Mansouri at 301-217-6228.

This information is available in an alternate format by calling 301-217-6240



Montgomery  
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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6200/FAX: 217-6381

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# RESIDENTIAL "WALK-THROUGH" PROCESS

## WHAT IS THE RESIDENTIAL "WALK-THROUGH" PROCESS?

The residential "walk-through" process is an abbreviated permit review and approval process that enables customers to receive rapid (in most cases, over-the-counter) approval of permits for minor single-family-dwelling additions/alterations and for construction of accessory structures. Single-family dwellings include one-and two-family detached dwellings and townhouses as defined in the CABO building code.

## WHAT TYPES OF PROJECTS QUALIFY FOR THE "WALK-THROUGH" PROCESS?

Examples of qualifying projects are:

- Small additions, such as garages, sun rooms, decks, and dormers
- Alterations, such as remodeling a kitchen or bathroom, finishing an attic or basement, or re-configuring a floor plan
- Minor structural repairs or replacement
- Detached accessory/miscellaneous structures, such as fences and retaining walls, sheds, pools, and antennas

## WHAT IS THE PROCESS?

- A completed building permit application must be submitted.

- The application must be accompanied by two copies of the site plan, as appropriate, and two copies of the construction drawings in sufficient detail to show the nature and scope of the proposed work. The plans must be prepared in accordance with "Plan Submittal Guidelines," available at the above telephone number/address.

NOTE: Deficient permit applications and plans will be returned to the applicant with an explanation of the supplemental information or corrections needed for approval.

## HOW MUCH DOES A PERMIT COST?

There is a minimum filing fee of \$125. The fee for one-and two-family dwelling and townhouse additions is \$0.15 per gross square foot of construction area. The fee for one-family dwelling, two-family dwelling, and townhouse repairs or alterations is \$0.10 per square foot of construction area. The fee for construction of a deck with a gross area of 500 square feet or less is \$75. If the deck area is greater than 500 or fewer square feet, the fee is \$0.15 per square foot or the minimum fee, whichever is greater. A 10% Automation Enhancement Fee will be added to the above cost.

## WHEN WILL THE PERMIT BE READY?

Most walk-through permits can be issued "while you wait." Permits for more complicated projects are usually ready within ten business days. Actual time may vary according to the volume/complexity of plans in the process.

NOTE: Disapproved "walk-through" permits must be refiled as new applications.

This information is available in an alternate format by calling 301-217-6200



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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6374

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# DEMOLITION PERMITS

## WHEN IS A DEMOLITION PERMIT REQUIRED?

A demolition permit is required when a building is being razed or removed from a lot.

### Purpose

The purpose of a demolition permit is to ensure that the lot is clear of debris and other health hazard material and that the utility connections have been plugged and sealed.

## WHAT IS THE APPLICATION PROCESS?

The permit application must be completed and include a contact person, a list of the utility companies connected to the building and the \$150.00 filing fee.

### Conditions of Approval:

First, all abandoned water, electric, sewer and other service connections must be plugged and sealed. Second, permission to proceed must be secured from the utility companies and from the municipal agencies having jurisdiction. Finally, before the building may be demolished, it must undergo pesticidal treatment for rats and other vermin.

### Agencies And Utilities That May Be Involved:

PEPCO  
Balt. Gas and Electric Co.  
WSSC  
Washington Gas Light Co.  
Bell Atlantic  
M.C. Health Dept.-Vector Control (Rodent Control)  
Historical Preservation Commission  
Potomac Edison

## WHAT WILL THE DEMOLITION PERMIT COST?

The fee for a demolition permit is \$150.00. A bond is also required in the same amount as the estimated cost of demolition. The minimum bond amount is \$400. A 10% Automation Enhancement Fee will be added to the above permit fee.

### There are three types of bonds:

- Performance bond - executed by an insurance company, on the form provided by the County. A certification form completed by the Clerk of the Circuit Court must be attached to the bond.
- Letter of credit - executed by the bank on the form provided by the County.
- Cash Bonds may be posted using cash or check.

## WHEN WILL THE DEMOLITION PERMIT BE ISSUED?

After DPS receives letters from the appropriate utility companies verifying disconnection, after approval from vector control, and a bond is posted to cover the estimated cost of the demolition, a permit will be issued.

## PERMIT DURATION:

The permit is valid for one year from the issue date.

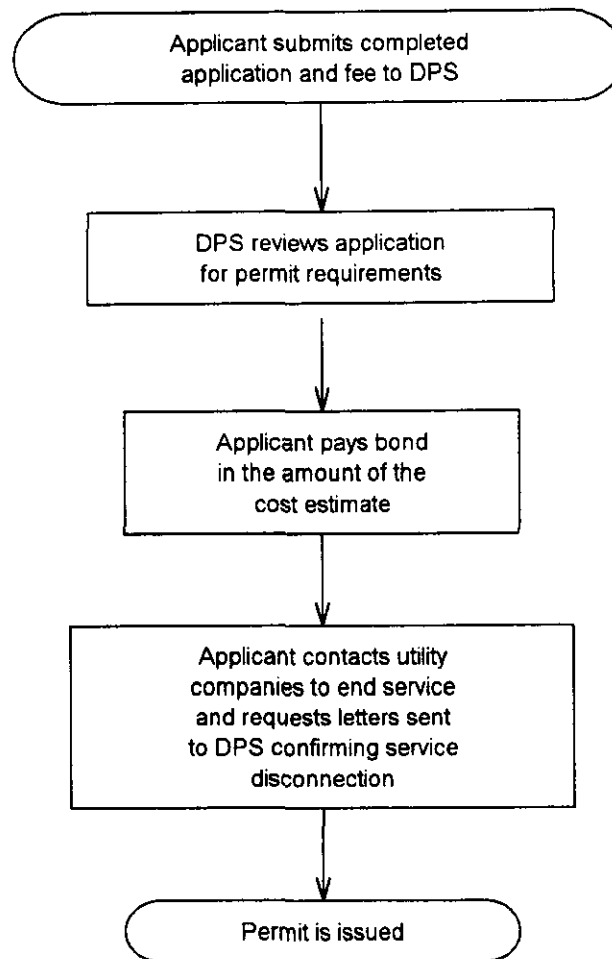
### Inspection Information:

Inspections may be made by calling 301-217-6240 between 7:30 a.m. and 4:00 p.m., Monday - Friday

**NOTE:** Receipt of final approved inspection releases a bond.

(CONTINUED ON OTHER SIDE)

## THE DEMOLITION PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6370



Montgomery  
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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6369

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# ELECTRICAL PERMIT

## WHEN IS AN ELECTRICAL PERMIT REQUIRED?

An Electrical Permit is required for work that involves installing, repairing, or maintaining any electrical wiring or device designed for conducting, consuming or converting electrical current.

## HOW IS AN ELECTRICAL PERMIT OBTAINED AND WHO MAY APPLY FOR THESE PERMITS?

Anyone may apply for an electrical permit. However, the application must be signed by a master electrician who is licensed in Montgomery County. Homeowners who intend to do their own electrical work, and meet the criteria for doing so, may take a test to obtain a permit (see: Homeowners Electrical Exam.)

## WHAT IS THE COST?

The minimum fee is \$60 for residential installations and \$100 for commercial installations. Depending on the extent of the work, the fee may be greater than the minimum. See the fee schedule which is printed on the back of the permit application. A 10% Automation Enhancement Fee will be added to the cost of the permit.

## WHAT IS THE APPLICATION PROCESS?

Electricians or their representatives may apply in person or by mail.

The application will be checked for the following:

- Completeness
- Valid and current business and master's license numbers
- Up-to-date insurance certificate
- Outstanding Notices of Violation for the premise (outstanding fines will collected with the permit fee)
- Building permit (if required for the work being done), issued prior to the electrical permit application
- Site plans, as appropriate, showing approval for zoning setbacks

If all conditions are met:

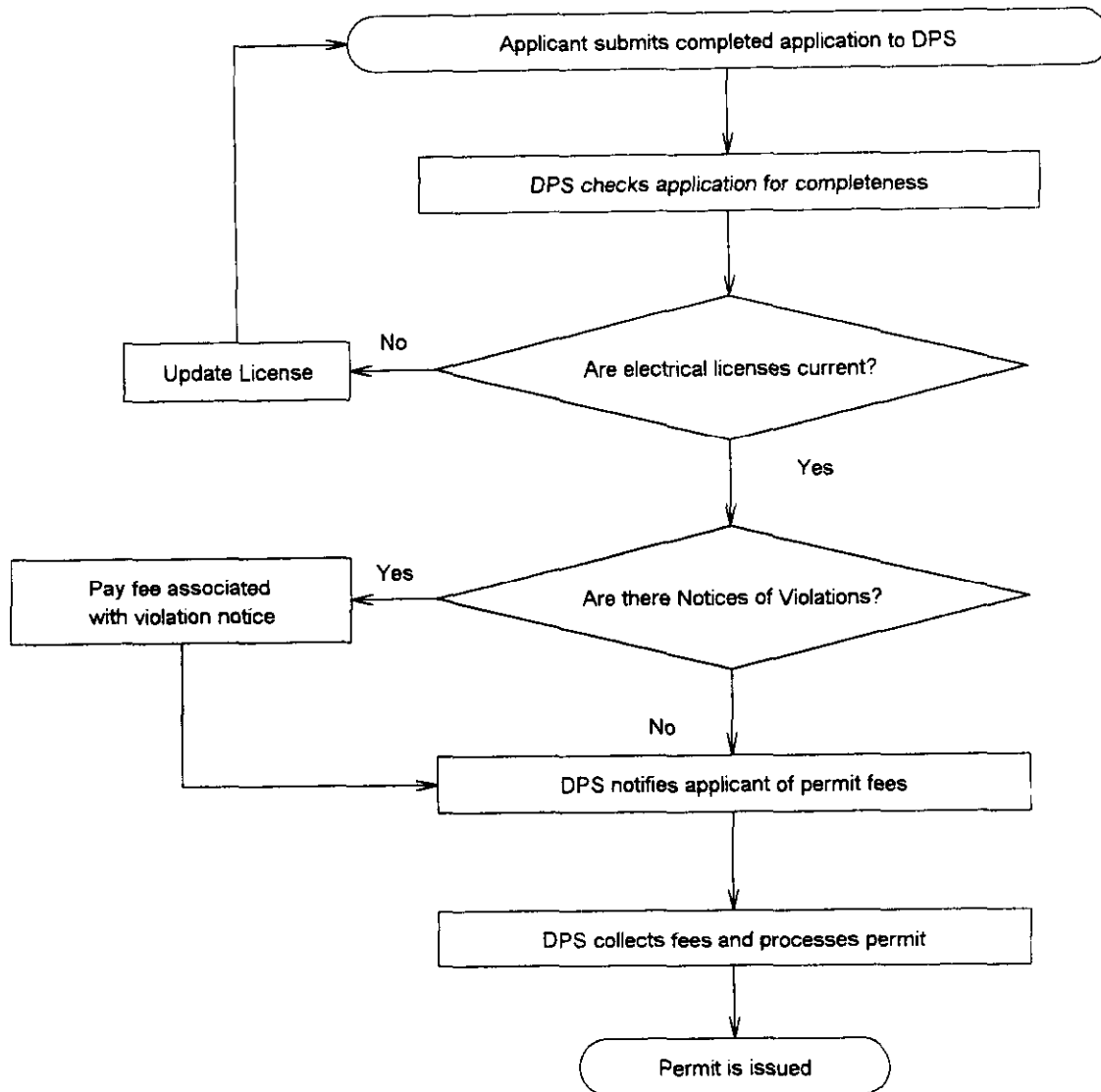
- Fees are calculated and collected
- A receipt is issued
- A permit number is assigned
- The permit is issued while the customer waits

## HOW LONG WILL THE PROCESS TAKE?

Walk-in transactions usually take no more than ten minutes per applicant. Mail-in applications are usually processed within two work days.

(CONTINUED ON OTHER SIDE)

## THE ELECTRICAL PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6369



Montgomery  
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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6374

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# FENCE/RETAINING WALL PERMIT

## WHEN IS A FENCE/RETAINING WALL PERMIT REQUIRED?

A permit is required to install any type of fence or retaining wall over 30" in height.

### EXCEPTION:

When an existing fence that was **INSTALLED WITH A BUILDING PERMIT** is being replaced with the same kind of fence in the same location at the same height, no permit is required.

## WHAT IS THE PURPOSE OF THIS PERMIT?

The purpose of the permit is to determine whether or not the zoning setback requirements for the location and height of the fence/retaining wall have been met.

## WHAT ARE THE FEES?

- Fence = \$33.00
  - Retaining wall = \$137.00
- The above costs include the 10% Automation Enhancement Fee.

## WHAT ARE THE REQUIREMENTS FOR THIS PERMIT?

- Completed fence and/or retaining wall application
- Two (2) copies of the site plan showing the fence/wall location
- For retaining walls, two (2) sets of construction drawings

## Conditions of Approval:

The fence height may not exceed six and one-half feet (6'-6") measured from the lowest level of the ground immediately under the fence/retaining wall. On a corner lot, for a linear distance of fifteen (15') feet from the intersection, the fence height may not exceed three (3') feet above curb level. Occasionally, lot conditions require approvals from other agencies:

- MNCPPC
- Easement holders
- Homeowner's associations

## WHAT HAPPENS IF THE PERMIT IS DENIED?

An appeal may be made to the Board of Appeals. Department of Permitting Services zoning staff can help file an appeal.

## WHEN WILL THE PERMIT BE ISSUED?

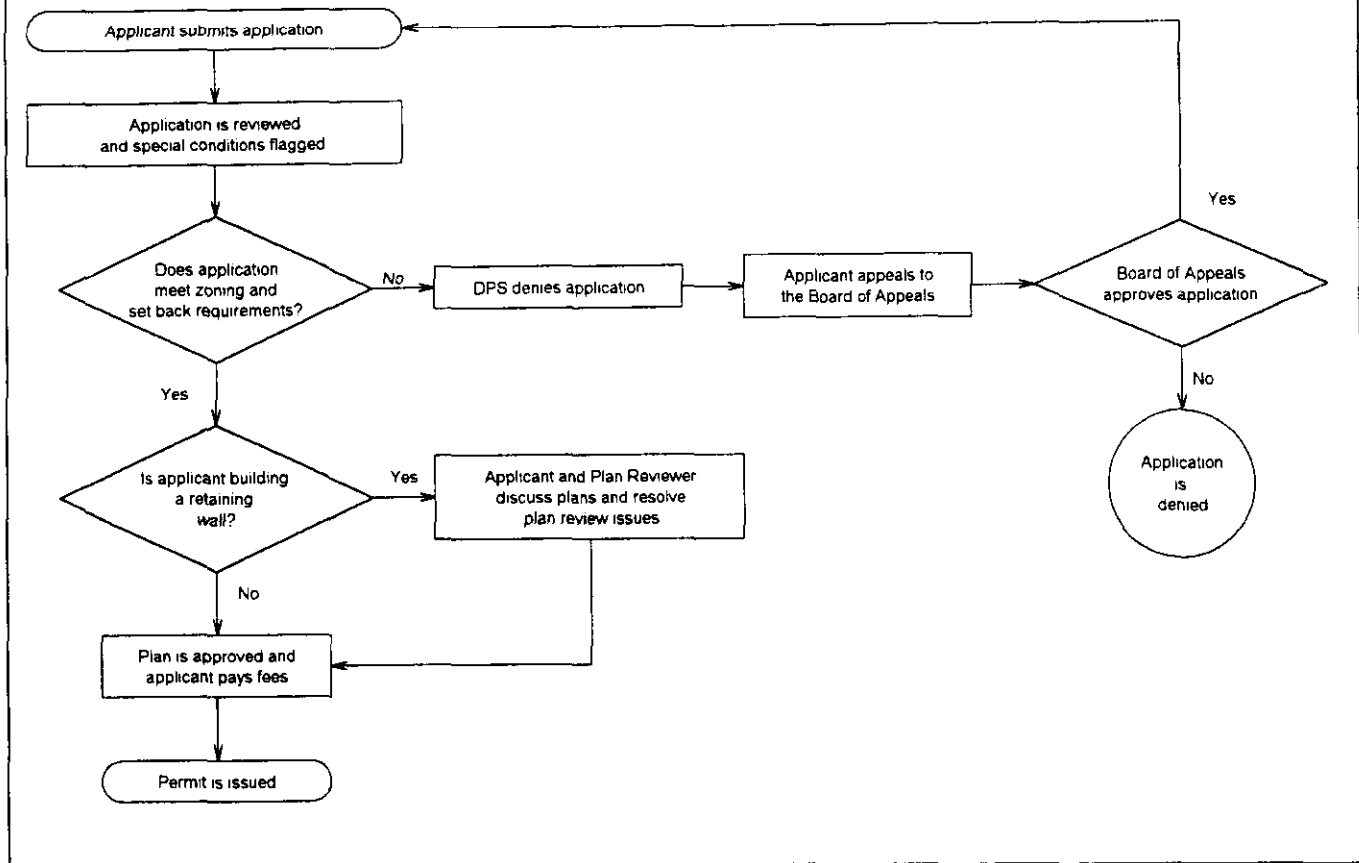
If all requirements are met, the permit can be issued on the day of application.

## PERMIT DURATION:

The permit is valid for one (1) year from the date of issuance. One six-month extension may be applied for prior to permit expiration. For further information contact 301-217-6370.

(CONTINUED ON OTHER SIDE)

## FENCE and/or RETAINING WALL PERMIT PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6370





Montgomery  
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255 Rockville Pike, 2nd Fl  
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301-217-6370/FAX: 217-6374

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# HISTORIC AREA WORK PERMIT

## WHEN IS A HISTORIC AREA WORK PERMIT REQUIRED?

The purpose of a Historic Area Work Permit is to assure that applicable criteria are met for work performed in a historic district or on a historic site.

When new construction, demolition or exterior alterations involve properties listed on the Montgomery County Master Plan for Historic Preservation, either as individual historic sites or as properties within a historic district, approval from the Montgomery County Historic Preservation Commission (HPC) is required.

## WHAT IS THE HISTORIC AREA WORK PERMIT APPLICATION PROCESS?

- The applicant must submit a completed application, a site plan, material specifications, and photographs to the Department of Permitting Services.
- A permit number is assigned, information is entered into the computer, and the application package is then logged and sent to HPC for approval. When the approved application is returned from HPC, the permit is issued.

### Other agencies involved

Historic Preservation Commission

## WHAT IS THE PERMIT COST?

There is no charge for this permit.

## WHAT IS THE PROCESSING TIME FOR THIS PERMIT ?

Please contact the Historic Preservation Commission at 301 563-3400 regarding the processing time. When the application is returned to Permitting Services, the permit is usually issued within two work days.

## WHAT IS THE PERMIT DURATION ?

The permit is valid for one year from the issue date and may be extended provided design and specifications remain unchanged.

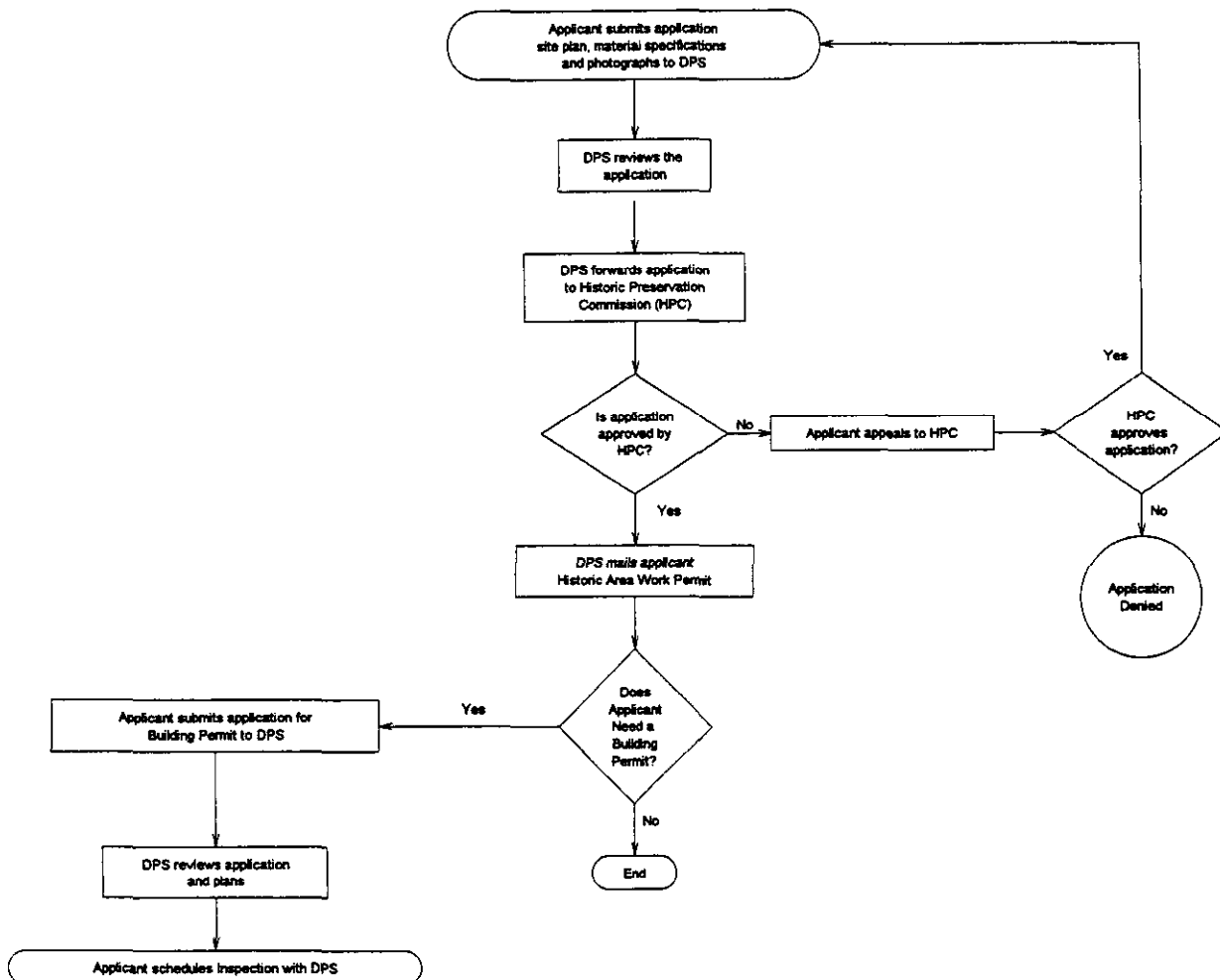
## FOR MORE INFORMATION:

Contact the Historic Preservation Commission at 301 563-3400 between the hours of 8:30 a.m. and 4:30 p.m.

(CONTINUED ON OTHER SIDE)

# HISTORIC AREA WORK PERMIT PROCESS AT A GLANCE

The Historic Area Work Permit Process At a Glance



This information is available in an alternate format by calling 301-217-6370



Montgomery  
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255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6381

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## IMPACT TAXES-BILL 17-86

### WHAT IS A DEVELOPMENT IMPACT TAX?

A Development Impact Tax is a charge collected by Montgomery County to defray a portion of the costs of highway improvements associated with traffic generated by development in a designated area.

### PURPOSE:

Development Impact Taxes fund up to half the cost of increasing transportation system capacities in two designated areas: Germantown and Eastern Montgomery County.

### CAN THE BOUNDARIES OF AN IMPACT TAX AREA BE CHANGED?

Yes, the boundaries of an Impact Tax area may be changed through the biannual County Council review process or by emergency legislation.

### WHAT IS THE COST?

Costs are presented in the Impact Tax Schedule. The Impact Tax Schedule remains in effect for a two-year period. No Automation Enhancement Fee will be added to this cost.

### IMPACT TAXES SCHEDULE February 9, 1998

LAND USE ONLY	GERMANTOWN	E. MONTGOMERY COUNTY
Single Family Res. [per dwelling unit]	\$2,084.00	\$869.00
Multi-Family Res. [per dwelling unit]	1,389.00	579.00
Office [per 1,000 Sq.Ft. GFA]	1,000.00	1,000.00
Industrial [per 1,000 Sq.Ft. GFA]	500.00	500.00
Retail [per 1,000 Sq.Ft. GFA]	4,249.00	1,771.00
Place of Worship [per 1,000 Sq.Ft. GFA]	245.00	102.00
Private Elem. & Secondary Schools [per 1,000 Sq.Ft. GFA]	409.00	170.00
Other Non-Residential Buildings	4,699.00	1,959.00

Note: As of August 1, 1992, all MPDU's and Rent/Price-Controlled Housing are exempt from Impact Taxes.

This information is available in an alternate format by calling 301-217-6370

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FINAL INSPECTION WAIVER ..... 3



Montgomery  
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Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6240/FAX: 217-8690

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# RESIDENTIAL FOOTING AND PARGING CERTIFICATIONS

## WHAT IS THE CERTIFICATION PROGRAM?

The program allows footing and parging/backfill inspections for one-and-two family dwellings by approved architects, engineers or inspection services companies.

## HOW DOES ONE BECOME AUTHORIZED TO PERFORM FOOTING AND PARGING INSPECTIONS IN MONTGOMERY COUNTY?

Applicant submits resume and application indicating experience in structural design, inspection and review of footings and foundations. Also attach a copy of current Maryland engineer or architect license.

## WHAT IS THE PROCESS?

After review and approval of the application, the applicant is issued an inspector number along with inspection procedures.

## WHAT WILL IT COST?

There is no cost.

## WHAT ARE MY RESPONSIBILITIES AFTER CERTIFICATION IS GRANTED?

Certified inspectors ensure that footings and pargings conform to Montgomery County Code requirements. After conducting on-site inspections, he/she completes Special Inspection/Certification Reports and provides original to permittee or property owner for submission to DPS.

This information is available in an alternate format by calling 301-217-6240



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255 Rockville Pike, 2nd Fl  
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301-217-6240/FAX: 217-8690

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# FINAL INSPECTION WAIVER

## WHAT IS A FINAL INSPECTION WAIVER?

A Final Inspection Waiver is an affidavit, signed by the new home purchaser acknowledging that the final building, electrical, and/or mechanical inspections have not been performed prior to settlement.

## THE PURPOSES OF THE WAIVER ARE:

- To allow the purchaser to go to settlement before the final inspection is completed
- To notify the purchaser that he/she is responsible to make the house available for inspection
- To make the purchaser aware that he/she is responsible for correcting any code violations that may exist

## HOW DO I APPLY FOR A FINAL INSPECTION WAIVER?

The purchaser requests a copy of the "FINAL INSPECTION WAIVER" and mails or hand-delivers a copy to DPS before settlement.

## WHAT WILL IT COST?

There is no cost.

## WHAT ARE MY RESPONSIBILITIES AFTER THE WAIVER IS GRANTED?

To make the house available for inspection and to correct any code violations.

This information is available in an alternate format by calling 301-217-6240

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Montgomery  
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Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6212/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## DOOR-TO-DOOR VENDOR'S LICENSE

### WHEN IS A DOOR-TO-DOOR VENDOR'S LICENSE NECESSARY?

A door-to-door vendor's license is required if an individual travels from dwelling to dwelling or from office to office to sell goods or services.

### WHAT IS THE DOOR-TO-DOOR VENDOR'S LICENSE APPLICATION PROCESS?

A completed Point-of-Sale License and an Operator Permit Application must be submitted for review.

A vehicle registration card, as appropriate, and a valid driver's license are required to process the application.

### WHAT WILL A DOOR-TO-DOOR LICENSE COST?

The fees below include license fee, application fee, and one operator fee.

One-day license: \$83.00

Sixty-day license: \$193.00

One-year license: \$275.00

The above costs include the 10% Automation Enhancement Fee.

### WHEN WILL A DOOR-TO-DOOR VENDOR'S LICENSE BE READY FOR PICK-UP?

Normally, a license can be issued within two business days from the date of application. The Department of Permitting Services reserves the right to delay issuance of a license if application requirements are not met or further information is required.

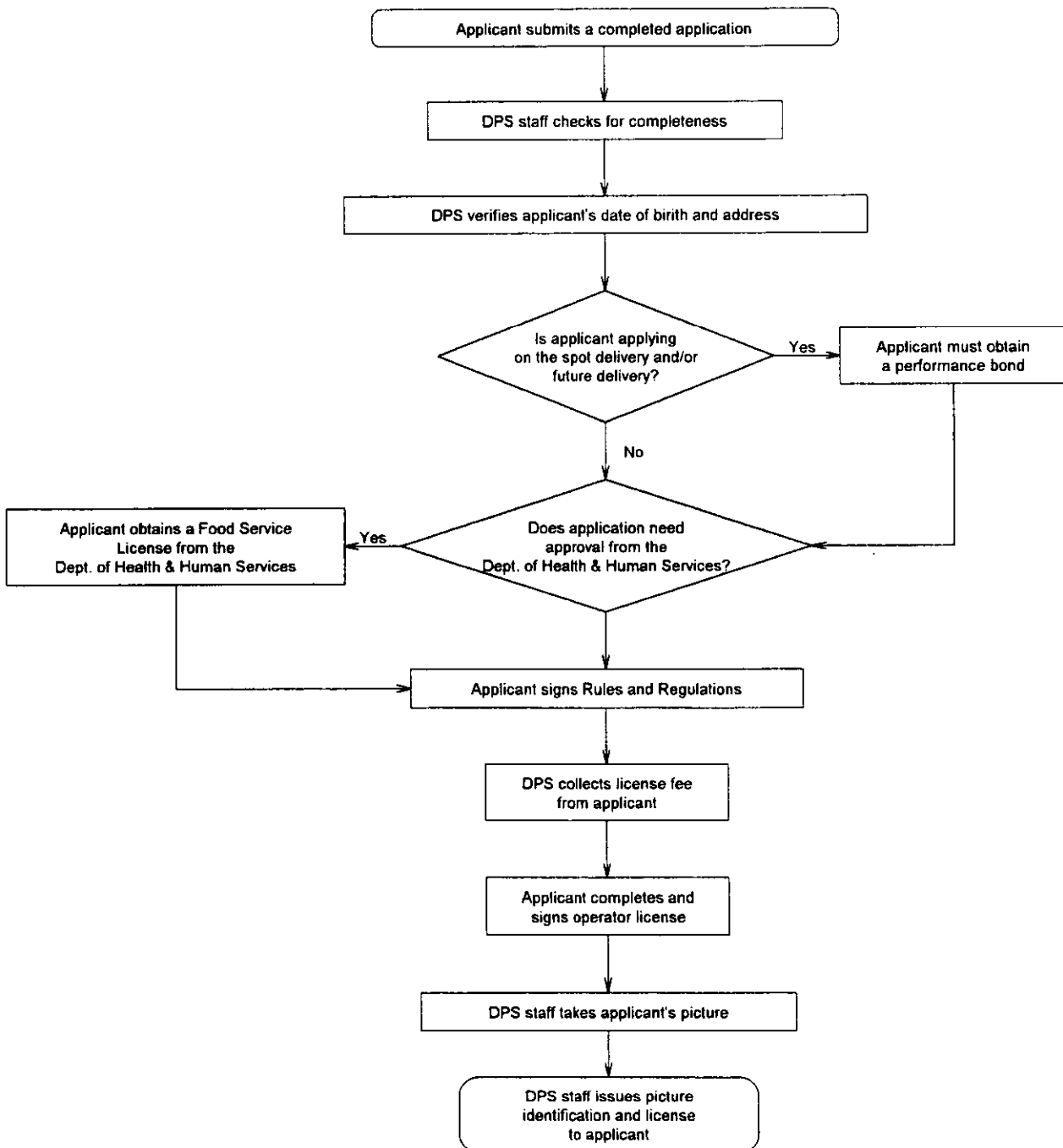
### WHAT IS A FUTURE-DELIVERY VENDOR?

A future-delivery vendor solicits orders for goods or services which will be delivered at a later time. A \$1,000 surety bond must be posted in conjunction with this license application.

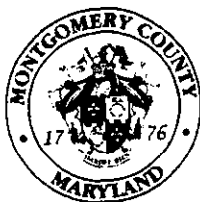
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## DOOR-TO-DOOR VENDOR'S LICENSE PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6212



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301-217-6212/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## REGULAR-ROUTE VENDOR'S LICENSE

### WHEN IS A REGULAR-ROUTE VENDOR'S LICENSE NECESSARY?

A regular-route vendor's license is required if an individual sells or offers to sell goods or services along a street on a repetitive schedule, stopping only to dispense products, unless otherwise permitted by regulations under Chapter 47 of the Montgomery County Code.

### WHAT IS THE REGULAR-ROUTE VENDOR'S LICENSE APPLICATION PROCESS?

A completed Point of Sale License Application and an Operator Permit Application, which is provided by DPS, must be submitted for review.

A vehicle registration card, as appropriate, and a valid driver's license are required to process the application.

The selling of prepared foods or prepackaged food and beverages of any kind requires a Food Service Permit from the Licensure & Regulatory Services Section of the Department of Health and Human Services, 301-217-7272.

### WHAT WILL A REGULAR-ROUTE LICENSE COST?

The fees below include the license fee, application fee, and one operator permit fee:

One-day license; \$83.00

Sixty-day license; \$193.00

One-year license; \$275.00

The above costs include the 10% Automation Enhancement Fee.

### WHEN WILL A REGULAR-ROUTE LICENSE BE READY FOR PICK-UP?

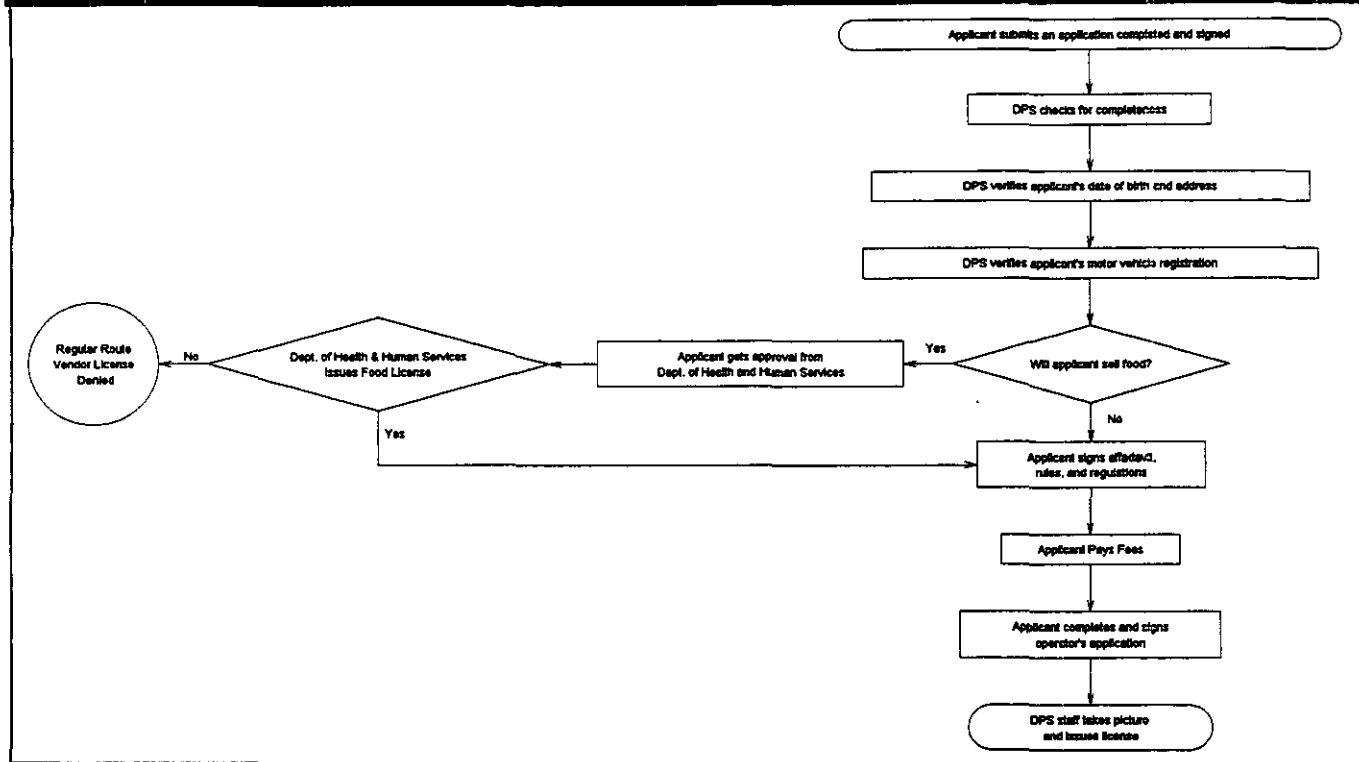
Normally, a license can be issued within two business days from the date of application if no other Department approval is needed.

### WHAT IS FUTURE DELIVERY?

A future-delivery vendor solicits orders for goods or services which will be delivered at a later time. A \$1,000 surety bond must be posted in conjunction with this license application.

(CONTINUED ON OTHER SIDE)

## REGULAR ROUTE VENDOR LICENSE PROCESS AT A GLANCE



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HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## SITE-SPECIFIC VENDOR'S LICENSE

### WHEN IS A SITE SPECIFIC VENDOR'S LICENSE NECESSARY?

A site-specific vendor's license is required if an individual sells or offers to sell goods or services from a stationary location.

### WHAT IS THE SITE-SPECIFIC VENDOR APPLICATION PROCESS?

A completed Point-of-Sale-License and an Operator Permit Application to DPS must be submitted, along with a scaled site plan indicating where the vendor is to be located.

A vehicle registration card, as appropriate, and a valid driver's license are required to process the application.

If a site is located on private property, a letter allowing use of the property for vending is required. Only zoning categories which permit the commercial use proposed on the application may be occupied by the vendor.

If the site is located in the public right-of-way, the vendor must submit an application for and be approved as a Certified Agricultural Producer. (See Certification for Agricultural Producers for requirements.)

The selling of prepared foods or prepackaged food and beverages of any kind requires a Food Service Permit from the Licensure and Regulatory Services Section of the Department of Health and Human Services 301-217-7272.

### WHAT WILL A SITE-SPECIFIC VENDOR'S LICENSE COST?

The fees below include the license fee, application fee, site-review fee, and one operator fee for vendors on private property.

One-day license: \$138.00

Sixty-day license: \$248.00

One-year license: \$330.00

The fees below include the license fee, application fee, site-review fee, and one operator fee for Certified Agricultural Producers.

One-day license: \$94.00

Sixty-day license: \$204.00

One-year license: \$121.00

The above costs include the 10% Automation Enhancement Fee.

### WHEN WILL THE SITE-SPECIFIC LICENSE BE READY FOR PICK-UP?

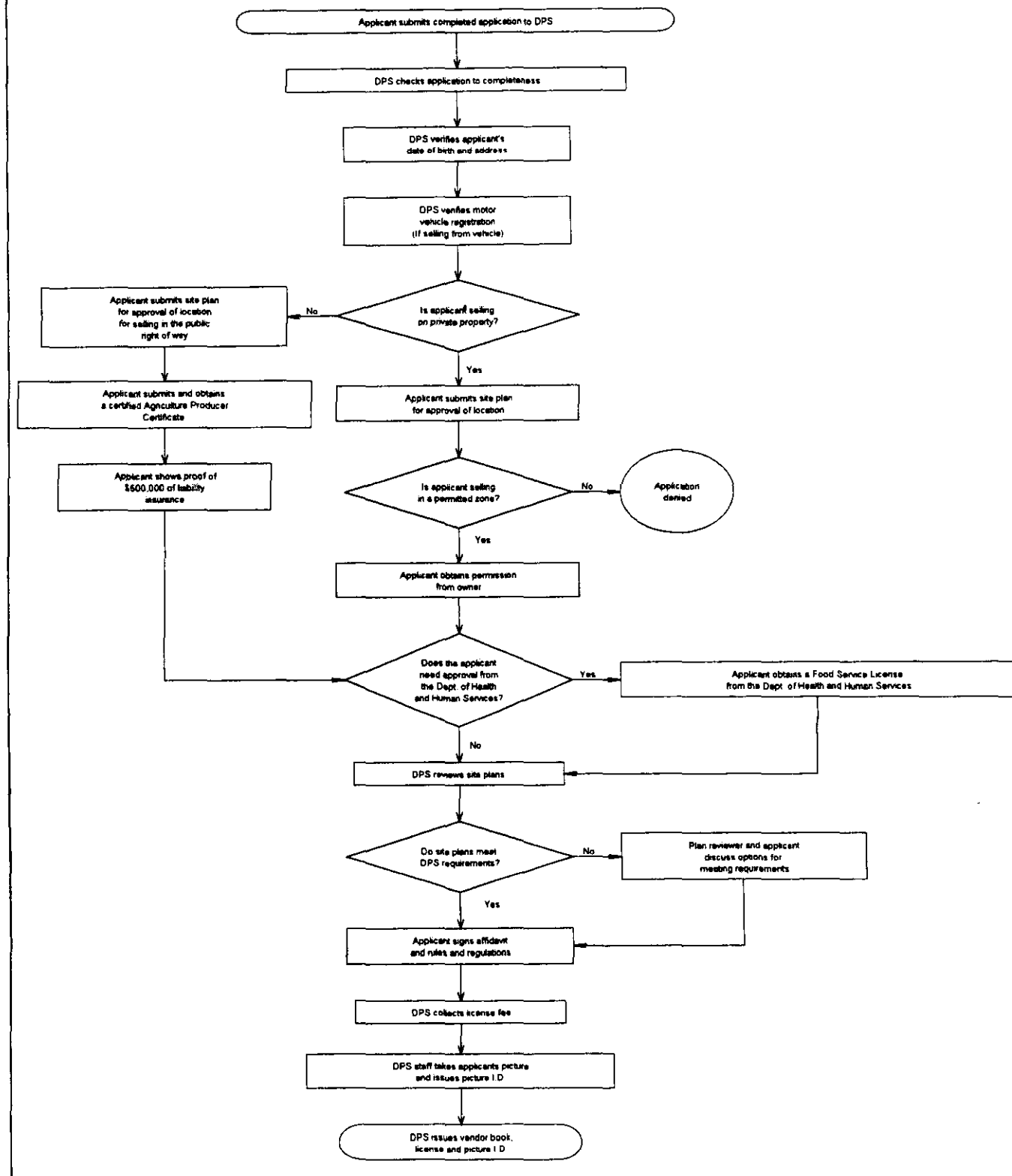
Normally, a site-specific license can be issued within two business days from the date of application. The Department of Permitting Services reserves the right to delay issuance of license if application requirements are not met or further information is required.

### WHAT IS A FUTURE-DELIVERY "VENDOR"?

A future-delivery vendor solicits orders for goods or services which will be delivered at a later time. A \$1,000 surety bond must be posted in conjunction with this license application.

(CONTINUED ON OTHER SIDE)

## SITE-SPECIFIC VENDOR'S LICENSE PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6212



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301-217-6212/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# BENEFIT- PERFORMANCE LICENSE

## WHEN IS A BENEFIT-PERFORMANCE LICENSE NECESSARY?

A Benefit Performance is an event conducted and operated by a bonafide non-profit organization within Montgomery County, the net proceeds of which are exclusively for the benefit of the organization. Benefit Performances include carnivals, fairs, picnics, dances, bazaars, concerts and horse shows.

Any bonafide non-profit organization within the county will need a Benefit-Performance License to conduct a benefit performance.

## WHAT IS THE BENEFIT-PERFORMANCE LICENSE APPLICATION PROCESS?

A completed Benefit-Performance application must be submitted, along with a copy of the organization's federal-tax exemption number.

**Important:** Applications should be submitted two weeks prior to the benefit performance. However, licenses for carnivals should be submitted at least four weeks prior to the benefit performance.

A Benefit-Performance license may also require:

- Food Service License from the Licensure and Regulatory Services Section of the Department of Health and Human Services 301-217-7272.
- Temporary Alcoholic Beverage License from the Board of License Commissioners, 301-217-1999.
- Electrical Permit from the Department of Permitting Services, 301-217-6368.
- Use-and-Occupancy Permit from the Department of Permitting Services, 301-217-6280.
- Building Permit from the Department of Permitting Services, 301-217-6370.

Benefit Performances are subject to inspection by the following county agencies:

- Food Service unit of the Health Promotion, Prevention, and Permitting Services unit of the Montgomery County Health Department, 301-217-7272.
- Board of License Commissioners (temporary alcoholic beverage) 301-217-1999.

## WHAT WILL A BENEFIT-PERFORMANCE LICENSE COST?

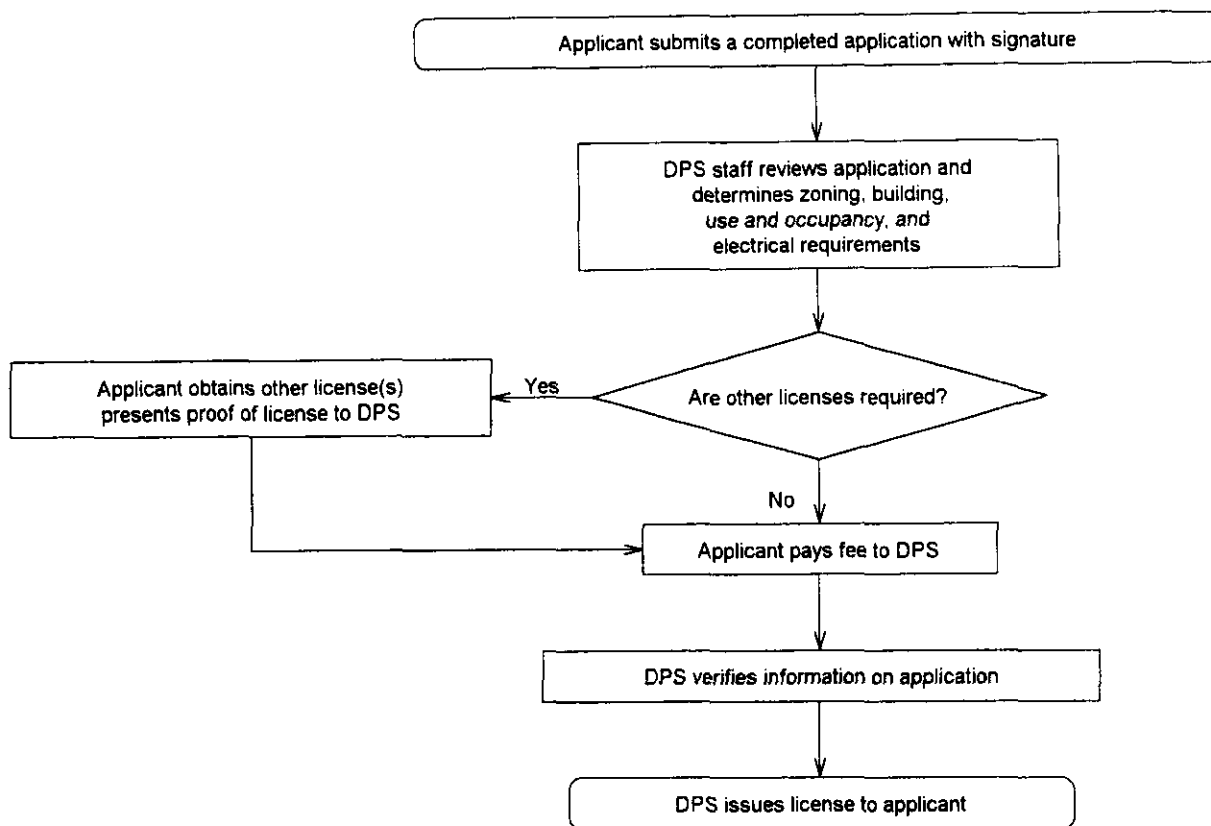
The fee for a Benefit-Performance License is \$44.00. The above cost includes the 10% Automation Enhancement Fee.

## WHEN WILL THE BENEFIT-PERFORMANCE LICENSE BE READY FOR PICK-UP?

Normally, a Benefit-Performance License can be issued within two business days from the date of application. The Department of Permitting Services reserves the right to delay issuance of a license if application requirements are not met, or further information is required.

(CONTINUED ON OTHER SIDE)

## BENEFIT-PERFORMANCE LICENSE PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6212



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6212/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

## *Certification for:* **AGRICULTURAL PRODUCERS**

### **WHAT IS AN AGRICULTURAL PRODUCER?**

A Certified Agricultural Producer, or representative thereof, is an individual who wishes to sell regionally-grown products in the public right-of-way.

### **WHAT ARE REGIONALLY-GROWN PRODUCTS?**

Regionally-grown products are those produced within Maryland, Virginia, West Virginia, Delaware, Pennsylvania, and the District of Columbia.

### **WHAT MAY A CERTIFIED AGRICULTURAL PRODUCER SELL?**

A Certified Agricultural Producer, or representative thereof, may sell only fresh fruits, vegetables, herbs, cut flowers, small trees, or plants which he or she has produced. A Certified Agricultural Producer may also sell non-potentially-hazardous prepackaged goods (including eggs), with the approval of the Licensure and Regulatory Services Section of the Department of Health and Human Services 301-217-7272.

A prospective Certified Agricultural Producer must complete an application form and submit it to the Department of Permitting Services.

### **WHAT ARE THE CONDITIONS OF APPROVAL?**

Regionally-grown products may be sold only by a Certified Agricultural Producer or representative thereof. Only authorized products may be offered for sale at an approved site.

### **WHAT WILL IT COST TO BECOME A CERTIFIED AGRICULTURAL PRODUCER?**

The fees are \$28.00 for in-county producers, and \$110.00 for the out-of-county producers. The above cost includes the 10% Automation Enhancement Fee.

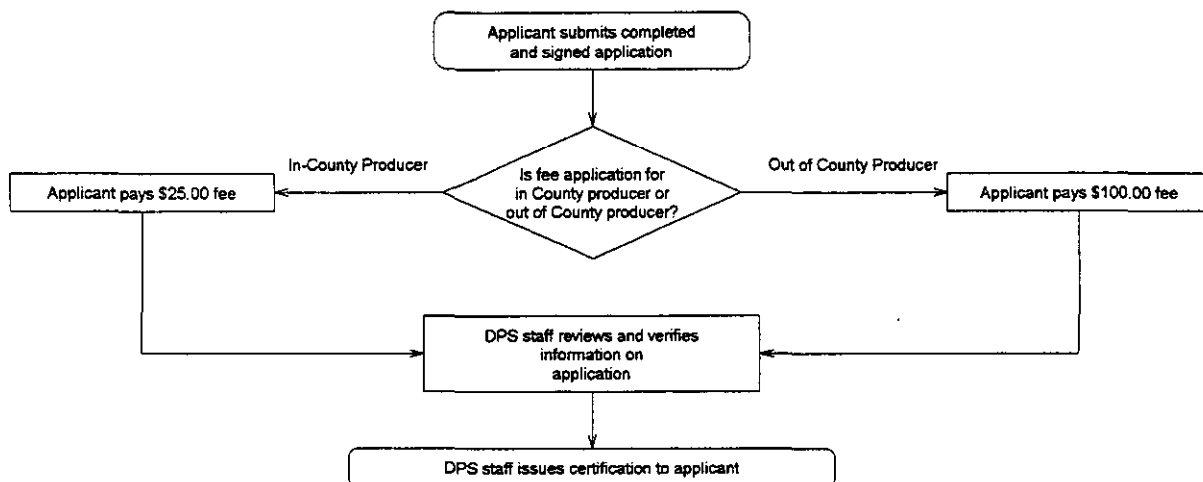
### **WHEN WILL THE CERTIFICATE BE READY FOR PICK-UP?**

The normal processing time for certification is two business days from the date of application. The Department of Permitting Services reserves the right to delay issuance of a license if application requirements are not met or further information is required.

(CONTINUED ON OTHER SIDE)



## AGRICULTURAL PRODUCERS PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-5212



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6368/FAX: 217-6318

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# MASTER ELECTRICIAN LICENSE

## WHEN IS A MASTER ELECTRICIAN'S LICENSE REQUIRED?

A Master Electrician's License is required when an electrical contractor wishes to obtain a permit to perform electrical work in Montgomery County.

## WHAT TYPES OF MASTER ELECTRICIAN'S LICENSES ARE THERE?

Depending on the extent of work to be performed by the electrical contractor, one of the following licenses will be required:

### Limited:

The license is restricted to specific types of electrical work (e.g., heat/air conditioning, signs, telephones) or specific locations (e.g., apartment buildings).

**Unlimited:** The licensee may perform any type of electrical work throughout the County

### Inactive:

The licensee meets all requirements for a Master Electrician's License, but has no business affiliation. This class of master may not obtain permits, but may work as a Journeyman Electrician.

## IS THERE A LAW THAT APPLIES?

Montgomery County Code, Chapter 17, Annotated Code of the State of Maryland.

## WHAT IS THE APPLICATION PROCESS?

Master Electrician's Licenses may be obtained by examination or by reciprocity (by using a qualifying license from the State of Maryland or another jurisdiction in Maryland). These methods have different requirements. (See the application and instructions for complete information). An application, applicable fee, and two current photos measuring one inch by one-and-a-half inches are required to apply for a license. The photos are used to produce a photo ID card.

## WHAT IS THE PURPOSE OF A PHOTO ID?

In Montgomery County, licensed electricians are required to carry their photo ID's on job sites. Electricians without ID's may be sent away from job sites or fined by County inspectors.

## WHAT IS REQUIRED TO TAKE THE MASTER ELECTRICIAN'S EXAMINATION?

The Board of Electrical Examiners reviews the application and supporting documents. Applicants must have a minimum of eight (8) years of experience under the supervision of a Master Electrician.

Approved applicants will receive a letter specifying the time, date and place of their examination.

Disapproved applicants will receive a letter specifying the reason(s) for disapproval. Disapproved applicants may appeal directly to the Board of Electrical Examiners. Requests should be submitted in writing to the Department of Permitting Services.

## WHAT IS THE PROCESS FOR APPLICANTS APPROVED FOR LICENSURE ?

Applicants receive a letter specifying the exam score and requesting the license fee of \$198.00. At this point the applicant must either:

- Provide the applicable business-affiliation information., or
- Request an Inactive Master's license.

After receipt of the fee and required information, the license, photo ID, and fee receipt are mailed to the applicant usually within two weeks. The above cost includes the 10% Automation Enhancement Fee.

(CONTINUED ON OTHER SIDE)

## MASTER ELECTRICIAN'S LICENSE (CONT.)

### WHAT IS THE PROCESS FOR APPLICANTS DISAPPROVED FOR LICENSURE?

Applicants receive a letter specifying the test scores, along with an application for re-examination. The fee for re-examination is \$22.00. Applicants may retest at the following intervals:

- Three months following the first exam.
- Six month following the second exam.
- One year following the third and each subsequent exam.

The above cost includes a 10% Automation Enhancement Fee.

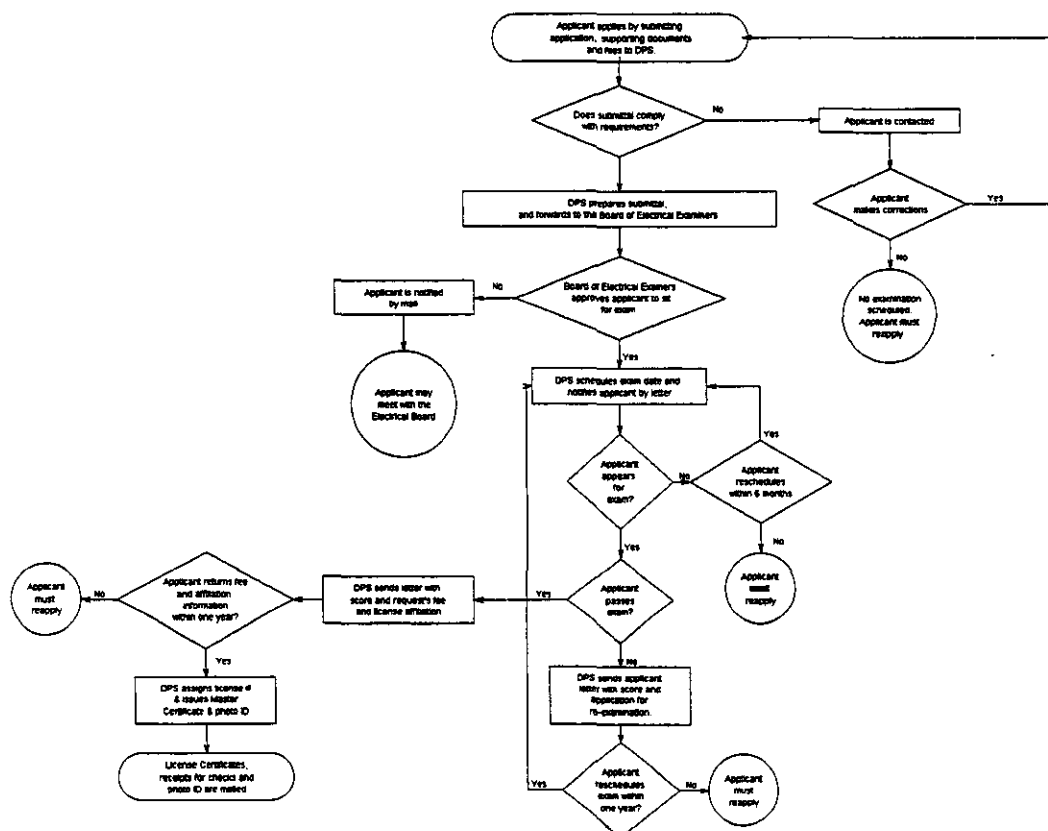
### HOW IS THE LICENSE RENEWED?

Renewal applications are usually mailed to the licensee's last known address six to eight weeks prior to expiration of the license. Written change-of-address notifications are critical to the renewal process.

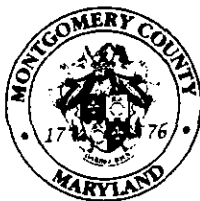
### WHAT ARE THE CONSEQUENCES OF FAILURE TO RENEW A LICENSE?

Renewal applications received more than ten (10) business days after the expiration date of the license are subject to a late renewal fee of \$44.00. Renewal applications received more than six (6) months beyond the expiration date will not be accepted. The above cost includes the 10% Automation Enhancement Fee.

## THE MASTER ELECTRICIAN'S LICENSE AT A GLANCE



This information is available in an alternate format by calling 301-217-6368



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6398

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# JOURNEYMAN ELECTRICIAN'S LICENSE

## WHEN IS A JOURNEYMAN ELECTRICIAN'S LICENSE REQUIRED?

A Journeyman Electrician's License is required for electrical work performed without the supervision of a Master Electrician or another Journeyman. A Journeyman may supervise up to three other unlicensed electrical workers.

## IS THERE A LAW THAT APPLIES?

Montgomery County Code, Chapter 17  
Annotated Code of the State of Maryland.

## WHAT IS THE APPLICATION PROCESS?

An application form is required, along with letters of reference verifying a minimum of four (4) years experience under the supervision of a Master Electrician. Also required are the examination fee of \$28.00 and two current one-inch by one-and-a-half inch photos of the applicant. These photos will be used to produce a photo ID card. The above cost includes the 10% Automation Enhancement Fee.

## WHAT IS THE PURPOSE OF A PHOTO ID CARD?

In Montgomery County, licensed electricians are required to carry their photo ID's on job sites. Electricians without ID's may be sent away from job sites or fined by County inspectors.

## WHAT IS REQUIRED TO TAKE THE JOURNEYMAN ELECTRICIAN'S EXAMINATION?

The Board of Electrical Examiners will review the application and supporting documents. Applicants must have a minimum of four (4) years experience under the supervision of a Master Electrician. (See the application and instructions for complete information).

Approved applicants receive a letter specifying the time, date, and place of their examination. Disapproved applicants receive a letter specifying the reason(s) for disapproval.

Disapproved applicants may appeal directly to the Board of Electrical Examiners. Requests should be submitted in writing to the Department of Permitting Services.

## WHAT IS THE PROCESS FOR APPLICANTS APPROVED FOR LICENSURE?

Applicants will receive a letter stating the exam score and requesting the license fee of \$88.00. After receipt of the fee, the license and fee receipt are usually mailed within two weeks. The above cost includes the 10% Automation Enhancement Fee.

## WHAT IS THE PROCESS FOR APPLICANTS DISAPPROVED FOR LICENSURE?

Applicants receive a letter stating the exam scores, along with an application for re-examination. The fee for re-examination is \$22.00. Applicants may retest at the following intervals:

- Three months following the first exam.
- Six month following the second exam.
- One year following the third and each subsequent exam.

The above cost includes a 10% Automation Enhancement Fee.

## HOW IS THE LICENSE RENEWED?

Renewal applications are usually mailed to the licensee's last known address six to eight weeks prior to expiration of the license. Written change-of-address notifications are critical to the renewal process.

(CONTINUED ON OTHER SIDE)

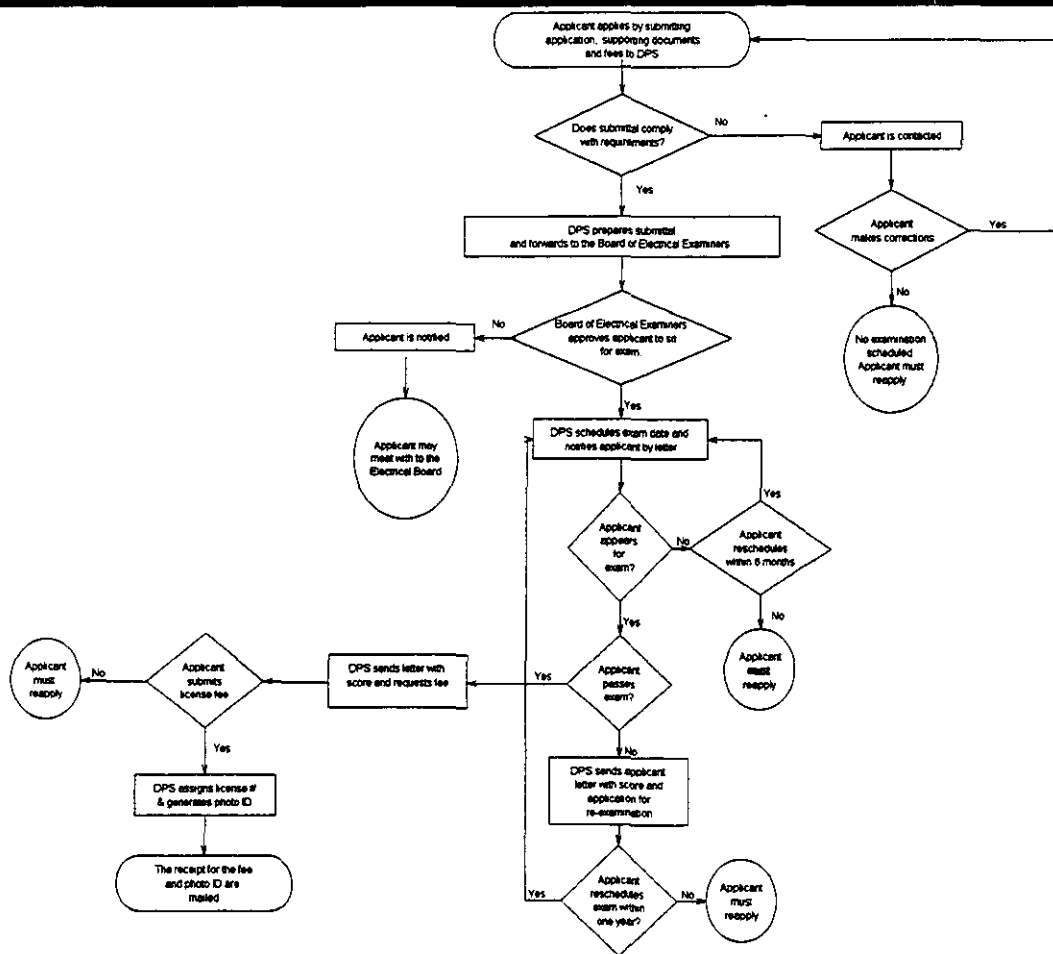
## JOURNEYMAN ELECTRICIAN'S LICENSE (CONT.)

### WHAT ARE THE CONSEQUENCES OF FAILURE TO RENEW A LICENSE?

Renewal applications received more than ten (10) business days after the expiration date of the license are subject to a late renewal fee of \$44.00.

Renewal applications received more than six (6) months beyond the expiration date will not be accepted. The above cost includes the 10% Automation Enhancement Fee.

## THE JOURNEYMAN ELECTRICIAN'S LICENSE AT A GLANCE



This information is available in an alternate format by calling 301-217-6368



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6398

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# HOMEOWNER'S ELECTRICAL EXAM

## WHEN IS A HOMEOWNER'S ELECTRICAL EXAM PERMITTED?

Owners of single-family detached dwellings who wish to perform their own electrical work in their own home may qualify to do so by passing an examination. In order to sit for the examination the following criteria must be met:

- The property may not be located within the city limits of Rockville or Gaithersburg.
- The person taking the exam must be shown as the owner on the deed.
- The person taking the exam must be living in the home (not renting it out).

## WHEN IS A HOMEOWNER'S ELECTRICAL EXAM NOT PERMITTED?

- When the work is to be done in homes that are not single-family detached dwellings.
- When the work involves hot tubs, pools, spas, or any installation governed by Article 680 of the National Electrical Code.

## WHEN IS THE EXAMINATION GIVEN?

Homeowner's examinations are given daily. Because test space is limited, an appointment must be scheduled by calling (301) 217-6370, during the above hours of operation.

## WHAT IS THE EXAMINATION PROCESS?

### Requirements:

- The applicant completes and signs an electrical permit application.
- The applicant completes and signs a homeowner's affidavit.
- The applicant must provide a valid form of identification showing his/her address as the address where the work is to be done.
- The owner must pass the examination.
- After passing the examination the owner must pay the fee for the electrical permit.

## WHAT IS THE EXAMINATION BASED ON?

The examination is based on the currently adopted edition of the National Electrical Code. The code book is provided to the applicant at the test site. No other materials belonging to the applicant may be used. The examination is specific to the type of electrical work to be done.

## WHAT IS THE FEE FOR THE EXAMINATION?

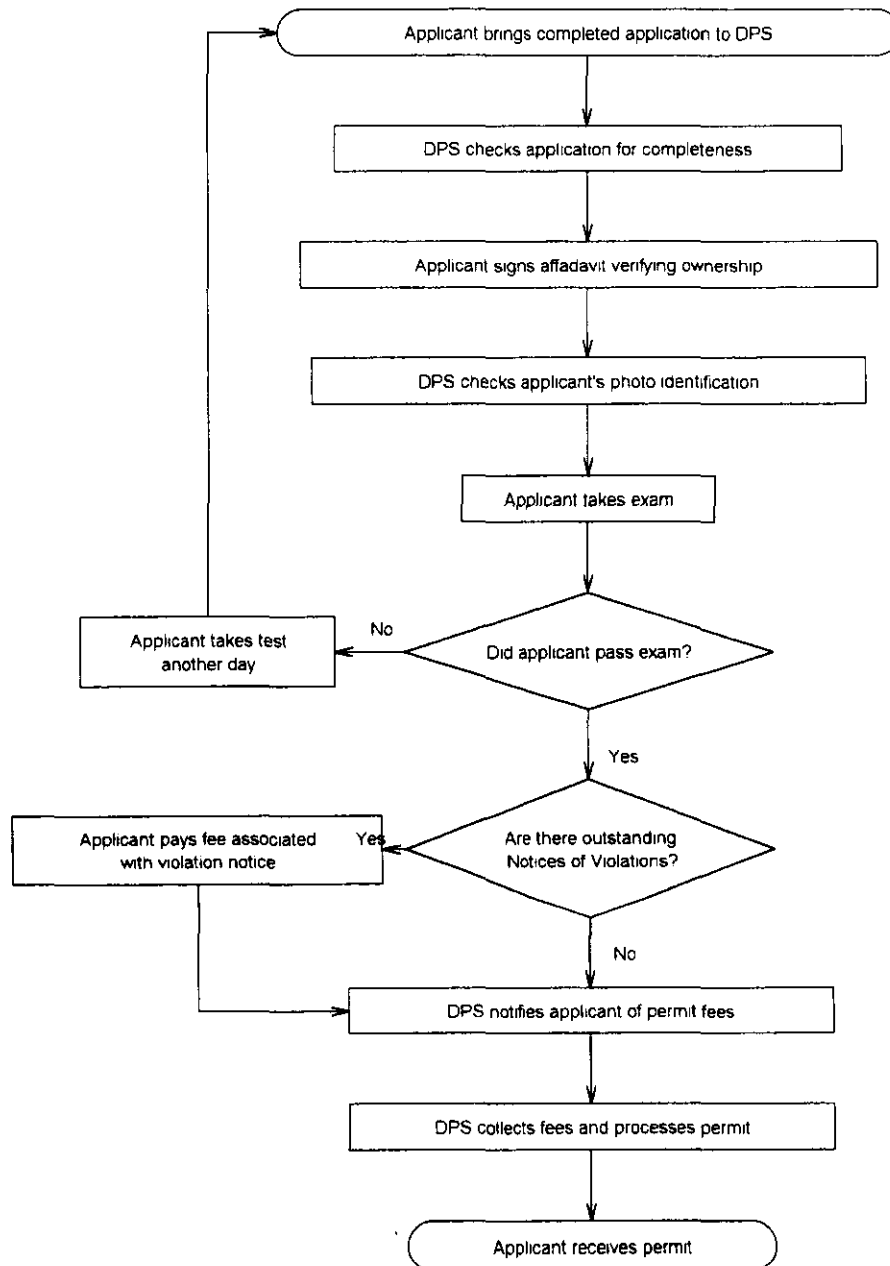
The fee for this test is included in the permit fee. The minimum permit fee is \$60.00. A 10% Automation Enhancement Fee will be added to the permit fee.

## WHEN WILL THE PERMIT BE ISSUED?

Electrical permits are usually issued on a while-you-wait basis.

(CONTINUED ON OTHER SIDE)

## THE HOMEOWNER'S ELECTRICAL EXAM PROCESS AT A GLANCE



This information is available in an alternate format by calling 301-217-6369



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-6370/FAX: 217-6398

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# ELECTRICAL CONTRACTOR'S LICENSE

## WHEN IS AN ELECTRICAL CONTRACTOR'S LICENSE REQUIRED?

An Electrical Contractor's License is required for any person, firm, company, corporation or partnership in the business of installing, repairing, or maintaining any electrical wiring or device designed for conducting, consuming or converting electrical current.

## WHAT TYPES OF ELECTRICAL CONTRACTOR'S LICENSES ARE REQUIRED?

### Limited

- Restricted to a specific type of electrical work (e.g., signs, telephones, heating/air conditioning)
- Restricted to electrical work performed in a specific location (e.g., on-site maintenance for apartment buildings)

### Unlimited

- Capable of performing any kind of electrical work

## IS THERE A LAW THAT APPLIES?

- Montgomery County Code, Chapter 17.
- Annotated Code of the State of Maryland.

## WHAT IS THE APPLICATION PROCESS?

An application form must be submitted along, with a certificate of insurance showing Montgomery County as the certificate holder, with liability limits of: \$300,000 for bodily injury, \$300,000 for property damage, or a combined single limit of \$600,000. The Board of Electrical Examiners reviews the application and supporting documents for accuracy and approves or disapproves the application.

## WHAT WILL THE LICENSE COST?

The license fee is \$198.00. The above cost includes a 10% Automation Enhancement Fee.

## WHAT CONDITIONS OF LICENSING, IF NOT MET, COULD AFFECT OBTAINING AN ELECTRICAL PERMIT?

- Expired certificate of insurance
- Expired Master Electrician's License
- Expired Electrical Contractor's License

## HOW IS THE LICENSE RENEWED ?

The license is renewable every two years. Renewal applications are usually mailed to the licensee's last known address six to eight weeks prior to the expiration of the license. Written change-of-address notifications are critical to the renewal process.

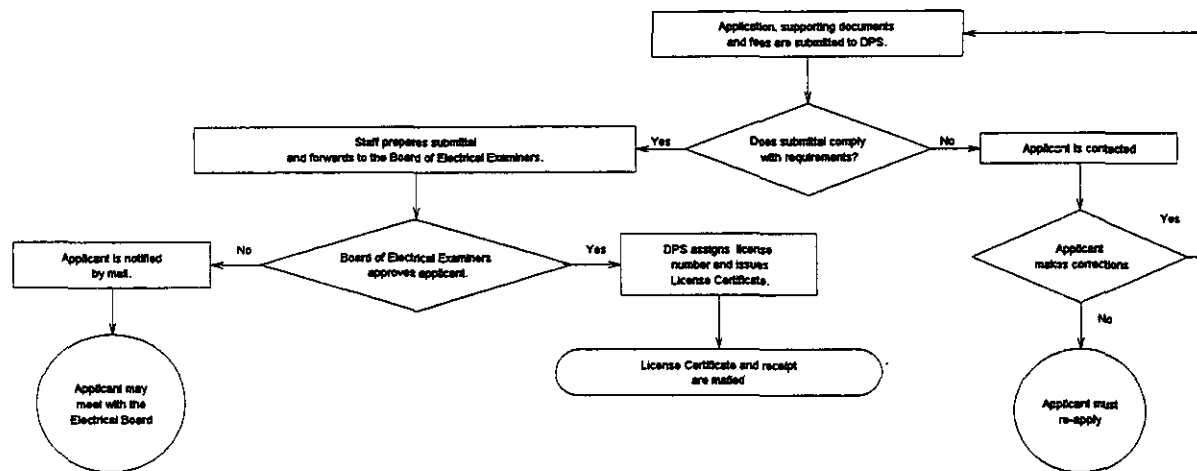
## WHAT ARE THE CONSEQUENCES OF FAILURE TO RENEW A LICENSE?

Renewal applications received more than ten(10) business days after the expiration date of the license are subject to a late renewal fee of \$44.00. Renewal applications received more than six(6) months after the expiration date will not be accepted. The above cost includes the 10% Automation Enhancement Fee.

(CONTINUED ON OTHER SIDE)



## ELECTRICAL CONTRACTOR'S LICENSE AT A GLANCE



This information is available in an alternate format by calling 301-217-6368



Montgomery  
County  
Maryland

Department of  
Permitting  
Services

255 Rockville Pike, 2nd Fl  
Rockville, MD 20850-4166  
301-217-8001/FAX: 217-3639

HOURS: Monday-Friday 7:30 a.m. - 4:00 p.m.

# SIGN INSTALLER LICENSE

## WHAT IS A SIGN INSTALLER LICENSE?

A Sign Installer License is a license issued by the Department of Permitting Services (DPS) jointly to a business and a person employed by the business who has completed training and passed an examination on the current sign regulations. Licensure is not mandatory, however, a licensed installer can obtain sign permits without DPS staff review, provided the installer certifies that the signs conform to the regulations. A licensed sign installer is required to correct, without additional charge, any violation of the sign regulations.

## WHAT IS A LIMITED DURATION SIGN INSTALLER LICENSE?

A Limited Duration Sign Installer License is issued to a business or person who installs limited duration signs only. A licensed installer can direct others in the installation of limited duration signs in accordance with the sign regulation. However, the installer is responsible for any sign installed under his license.

## WHAT IS THE APPLICATION PROCESS TO OBTAIN A LICENSE?

For a sign installer license, an applicant must:

- Submit a completed application.
- Complete training and pass an examination administered by DPS.
- Provide a statement of experience and training related to sign activity.
- Provide a certificate of general liability insurance.

For a limited duration sign installer license, an applicant must:

- Submit a complete application.

## WHAT ARE THE FEES FOR THE LICENSE?

The cost of a sign installer license is \$330.00. The cost of a limited duration sign installer is \$165.00. The license must be renewed annually. The above costs include the 10% Automation Enhancement Fee.

This information is available in an alternate format by calling 301-217-8001



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

NEW COMMERCIAL CONSTRUCTION CHECKLIST

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Sediment Control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ Completed, signed Use & Occupancy application for each building
- ☐ Two (2) complete sets of construction drawings, to include:
  - ☐ Landscape plans
  - ☐ Code Analysis
  - ☐ For any building having three levels above ground or more, two copies of Geotechnical Engineering Reports are required
  - ☐ Two energy conservation evaluation documents
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Five (5) complete sets of site plans, six if the property is on well and/or septic, showing the location of the proposed structure(s) and available parking spaces (including parking tabulations)
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing fee: \$250 per application



DEPARTMENT OF PERMITTING SERVICES

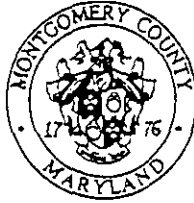
MULTI-FAMILY DWELLING CHECKLIST

(Includes stacked (piggy-back) townhouses)

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-Part Building Permit application.
  - ☐ Sediment Control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ Completed, signed Use & Occupancy application for each building
- ☐ Two (2) complete sets of construction drawings, to include:
  - ☐ Two landscape plans
  - ☐ Codes Analysis
  - ☐ For any building having three levels above ground or more, two copies of Geotechnical Engineering Reports are required
  - ☐ Two energy conservation evaluation documents
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Five (5) complete site plans showing the location of the proposed structure(s) and the available parking spaces (including parking tabulations)
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing fee: \$250 per application



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

COMMERCIAL TRAILERS/MODULAR UNITS CHECKLISTS

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Sediment Control Number written at the top of the application of Sediment Control waiver (from station 8)
  - ☐ Contact person's name, telephone number, and fax number written on the application
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ Complete, signed Use & Occupancy application
- ☐ The manufacturer name and the model number must be approved by the Maryland Department of Housing & Community Development(DHCD). Their telephone number is (410) 514-7220.
- ☐ Two (2) floor plans
- ☐ Five (5) site plans, six (6) if the property is on well and/or septic, showing the location of the proposed structure(s), and available parking tabulations.
- ☐ Two (2) copies of foundation and tie-down information
  - ☐ Two (2) copies of stairway/ramp detail
  - ☐ Two (2) copies of deck plans (if a deck is being installed)
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Stormwater Management form or Stormwater Management waiver
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft .....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 sq. ft. and up is: \$360 plus \$ .01 per sq. ft. of area exceeding 20,000 sq. ft (Max. \$5,000)
- ☐ Filing fee: \$250

No energy form is required

No code analysis on plans is required

\*Construction trailers used only to store materials on job sites do not require building permits, but do require Use & Occupancy certificates



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

COMMERCIAL ADDITIONS CHECKLIST

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment Control number written at the top of the application or Sediment Control waiver (from station 8)
  - ☐ Contact person's name, telephone number and fax number
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ Completed, signed Use & Occupancy application for increased floor area or change of use
- ☐ Two (2) sets of construction drawings with original seals and signatures of a Maryland registered architect or engineer on each page
  - ☐ For any building having three levels above ground or more, two copies of Geotechnical Engineering Reports are required
  - ☐ Two energy conservation evaluation documents
- ☐ Four (4) complete site plans, five (5) if property is on well and/or septic showing the location of the proposed structure(s) and of available parking spaces (including parking tabulations)
- ☐ Stormwater Management form or Stormwater Management waiver (from station 8)
- ☐ IF there is a change in the location of the driveway entrance/exit, or any other work in the public right of way, you will need to submit an additional site plan showing this change along with a Subdivision Development form
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing Fee: \$250 per application

Check(s) made payable to Montgomery County



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

TEMPORARY TENTS AND SIMILAR STRUCTURES CHECKLIST Robert C. Hubbard  
Director

If the tent is for a maximum 3-day event and is less than 120 square ft., \*no building permit is required.

If a building permit is required, the applicant must submit:

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Contact person's name, telephone number, and fax number written on the application
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ Completed, signed Use & Occupancy application
- ☐ Five (5) complete copies of the site plan, six (6) if the property is on well and/or septic, showing the location of the proposed structure(s) and the available parking spaces (including parking tabulations)
- ☐ Two (2) copies of the construction plans, and details
  - ☐ Code analysis (use group, construction type)
- ☐ Two (2) copies of the seating and exit plans
- ☐ Architects seal and signature will be waived for this type of temporary structure
- ☐ Affidavit of fabric flame resistance including:
  - a. Names and addresses of the owners of the tent or air-supported structure
  - b. Date the fabric was last treated with flame resistant solution
  - c. Trade name or kind of chemical used in treatment
  - d. Name of person or firm treating the material
  - e. Name of testing agency and test standard by which the fabric was tested
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing fee: \$250 per application

**\*NOTE:** Grandstand seating, raised floors or other structural components subject to human occupancy load require a building permit regardless of the duration of the event.

**TENTS & MEMBRANE STRUCTURES**  
(LESS THAN 180 DAYS)

Length of time that tents & membrane structures are used	1 - 2 days	3 to 7 days	8 or more days
Building Permit Required	No	No	Yes
Use & Occupancy Certificate Required	No	Yes	Yes

\*NOTE: Neither a building permit nor a Use and Occupancy Certificate are required for tents or membrane structures covering an area less than 120 sq. ft. regardless of the number of days to be used.

\*\*EXCEPTION: Grandstand seating, raised floors or other structural components subject to human occupancy loads require a building permit regardless of the duration of the event.





DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

COMMERCIAL RETAINING WALLS CHECKLIST

Robert C. Hubbard  
*Director*

- ☐ Completed, signed Building Permit application
  - ☐ Sediment Control number written at the top of the application or Sediment Control waiver (from station 8)
  - ☐ Contact person's name, telephone number, and fax number written on the application
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Two (2) sets of construction drawings to include:
  - ☐ Code Analysis
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Stormwater Management form or Stormwater Management waiver (from Station #8)
- ☐ Five (5) complete site plans, six if on well and/or septic showing the location of the proposed structure(s)
- ☐ If the work is in the public right-of-way a Subdivision Development form is required
- ☐ Filing fee: \$250 per application

Check(s) made payable to Montgomery County



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

**MISCELLANEOUS COMMERCIAL STRUCTURES CHECKLIST**  
**DUMPSTER ENCLOSURE, SATELLITE DISHES, COOLING TOWERS**

**DUMPSTER ENCLOSURES AND COOLING TOWERS:**

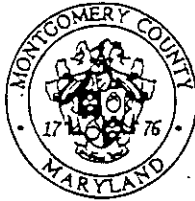
- ☐ Completed, signed 4-part Building Permit application
  - ☐ Contact person's name, telephone number, and fax number written on the application
- ☐ If the address is within the city limits of Poolesville, Bamsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ Two (2) sets of construction drawings
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page

Note: No Code Analysis is required for miscellaneous structures
- ☐ Four (4) complete site plans showing the location of the proposed structure(s)
- ☐ Filing fee: \$250 per application

**SATELLITE DISHES:**

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Contact person's name, telephone number, and fax number written on the application
- ☐ If the address is within the city limits of Poolesville, Bamsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ Two (2) sets of construction drawings
  - ☐ "Wind Load" data is required
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Four (4) complete site plans showing the location of the proposed structure(s)  

EXCEPTION: If the satellite dish is being installed on the top (roof) of the building, then no site plans will be required.
- ☐ Filing fee: \$250 per application



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

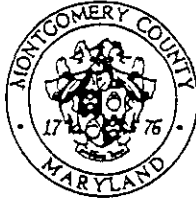
COMMERCIAL STRUCTURE  
CHANGE OF USE - CHECKLIST

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Contact person's name, telephone number and fax number written on the application
  - ☐ The original building permit number should be written in on line 1E of the application
  - ☐ "Change of Use" should be written just above item 1B on the application
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Completed, signed Use & Occupancy application
- ☐ Two (2) complete sets of construction drawings
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
  - ☐ Codes Analysis
- ☐ Three (3) complete site plans showing the location of the structure and available parking (including parking tabulations)
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing fee: \$250 per application

**EXCEPTION:** If the change of use concerns a zoning ordinance only (No building is being done or needs to be done to accommodate the change of use), only a Use & Occupancy application and one site plan are required.

Check(s) made payable to Montgomery County



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

CANOPIES & AWNINGS CHECKLIST

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-Part Building Permit Application
  - ☐ Contact person's name, telephone number and fax number written on the application
- ☐ Two (2) complete sets of construction drawings
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
  - ☐ Code Analysis
- ☐ Four (4) complete site plans, five (5) if the property is on well and/or septic, showing the location of the proposed structure(s)
- ☐ Completed, signed revocable letter if the structure extends into or over Montgomery County right of way (This form can be picked up at Station #4)
- ☐ Applicants must check with Station #8 (Stormwater Management and Sediment Control) to see if Stormwater and Sediment Control permits are required. If Stormwater Management and Sediment Control are not required the applicant should obtain a waiver form (from station #8), which must be included with the building application for submittal to Station #4.
- ☐ Filing fee: \$250 per application

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DEPARTMENT OF PERMITTING SERVICES

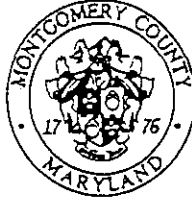
Douglas M. Duncan  
*County Executive*

SPRAY BOOTH CHECKLIST

Robert C. Hubbard  
*Director*

- ☐ Completed, signed 4-Part Building Permit Application.
  - ☐ Contact person's name, telephone number and fax number written on the application
- ☐ Two (2) copies of the floor plan of the existing commercial structure, drawn to scale, with:
  - ☐ The location of the spray booth and required exits
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
  - ☐ Code Analysis
- ☐ Manufacturers Documentation/Specifications of spray booth
- ☐ Approved Underwriters Laboratory (UL) certificate
- ☐ Approved State of Maryland Air Quality permit (shown on drawings)
- ☐ Filing Fee: \$250 per application

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DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

FENCES IN PUBLIC RIGHT-OF-WAY CHECKLIST

Robert C. Hubbard  
*Director*

- ☐ Take site plans to Station 5 for decision on whether the fence is in the public right-of-way
- ☐ Completed, signed 4-Part Building Permit Application
  - ☐ Contact person's name, telephone number and fax number written on the application
- ☐ Four (4) complete site plans, five (5) if the property is on well and/or septic with the location of the fence highlighted
- ☐ If the fence is in the public right-of-way the applicant needs to complete a revocable letter form to be sent to Subdivision Development (This form may be picked up at Station #4)
- ☐ Filing fee: \$30 per application

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DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

REVISION GUIDE # 4  
INTERIOR ONLY  
FOR A COMMERCIAL STRUCTURE CHECKLIST

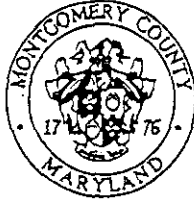
Robert C. Hubbard  
Director

\*For the purposes of permit processing, this "Revision" is defined as:

Any change to a construction plan(s) which has already been approved and has an active permit, but has not had a final inspection.

- ☐ Completed, signed 4-Part Building Permit Application
  - ☐ Contact person's name, telephone number and fax number written on the application
  - ☐ "Interior Only" should be written just above item 1B on the application
  - ☐ The original building permit number should be written on line 1E of the application
- ☐ Two (2) complete sets of construction drawings showing any changes
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
  - ☐ Code Analysis
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ If this revision increases the floor area of the space, you will be required to complete a new Use & Occupancy application
- ☐ Use & Occupancy certificate fee:
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing fee: \$250 per application

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DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

REVISION GUIDE #5  
SITE CHANGES  
FOR A COMMERCIAL STRUCTURE CHECKLIST

Robert C. Hubbard  
*Director*

\*For the purposes of permit processing, this "Revision" is defined as:

Any change to the site plan(s) which has already been approved and has an active permit, but has not had a final inspection.

- [ ] Completed, signed 4-Part Building Permit application
  - [ ] Contact person's name, telephone number and fax number written on the application
  - [ ] "Site Change Only," should be written on the application just above Item 1B
  - [ ] The original permit number should be written in on the line 1E of the application
  - [ ] Verifiable, Montgomery County Contractor's license number (for multi-family buildings)
- [ ] If the address is within the city limits of Poolesville, Bamsville, Brookeville, Laytonsville or Washington Grove, supply a copy of the building permit or approval from them
- [ ] Five (5) site plans with new location of the proposed structure
- [ ] Subdivision Development form
- [ ] Filing fee: \$250 per application.

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DEPARTMENT OF PERMITTING SERVICES

REVISION GUIDE #6

Douglas M. Duncan  
County Executive

**\*ADDITIONS OR CHANGES TO THE APPROVED FOOTPRINT\***  
**FOR A COMMERCIAL STRUCTURE CHECKLIST**

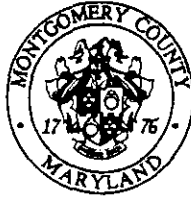
Robert C. Hubbard  
Director

**\*For the purposes of permit processing, this "Revision" is defined as:**

Any change to the construction plans and/or site plans which has already been approved and has an active permit, is still active, but has not had a final inspection.

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Contact person's name, telephone number and fax number written on the application
  - ☐ "Change to Footprint" should be written on the application just above item 1B
  - ☐ The original building permit number should be written in on line 1E of the application
  - ☐ Sediment Control permit number written at the top of the application or Sediment Control waiver (from station 8)
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Laytonsville or Washington Grove, supply a copy of the building permit or approval from them
- ☐ Completed, signed Use & Occupancy application
- ☐ Two (2) complete sets of construction drawings
  - ☐ Code Analysis
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Four (4) complete site plans showing the location of the structure and available parking spaces (including parking tabulations); Five (5) are required, if the structure has a well and/or septic system
- ☐ Stormwater Management form or Stormwater waiver (from Station #8)
- ☐ Subdivision Development form
- ☐ Use & Occupancy certificate fee
  - 0 - 5,000 sq. ft. ....\$180
  - 5,001 - 10,000 sq. ft. ....\$300
  - 10,001 - 20,000 sq. ft. ....\$360
  - 20,001 and up is \$360 plus \$.01 per sq. ft. of area exceeding 20,000 sq. feet. (Max. \$5,000)
- ☐ Filing Fee: \$250 per application

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DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

**SINGLE FAMILY DWELLING CHECKLIST**

Robert C. Hubbard  
*Director*

- ☐ Completed, signed 4-part Building Permit application.
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
  - ☐ If the owner is also the builder make sure the affidavit is signed (on the back of the first page)
    - ☐ If the property has conveyed within the past 90 days, a copy of the recorded deed is required
  - ☐ Modular homes - supply the manufacturer's name and verifiable Maryland State model number
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ Two (2) sets of construction drawings (no seal or signature required) for each house type
- ☐ Five (5) complete site plans, six (6) if the property is on well and/or septic, showing the location of the proposed structure(s)
- ☐ Two (2) completed copies of the energy calculations
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application (one application per house)

**Check(s) made payable to Montgomery County**



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

**DOUBLE-WIDE TRAILERS USED AS SINGLE FAMILY HOMES**

Robert C. Hubbard  
Director

- ☐ Completed, signed 4-Part Building Permit application
    - ☐ Sediment Control Number written at the top of the application or Sediment Control waiver (from station 8)
    - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
  - ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
  - ☐ The manufacturer and the model number must be approved by the Maryland Department of Housing & Community Development(DHCD). Their Telephone number is (410) 514-7220.
  - ☐ Impact Tax Credit Application with original signatures, if applicable
  - ☐ DAP agreement, if applicable application to build
  - ☐ Five (5) site plans, six (6) if the property is on well and/or septic, showing the location of the proposed structure(s)
  - ☐ Two (2) sets of construction drawings, to include:
    - ☐ Two (2) Floor Plans
    - ☐ Two (2) copies of foundation information
    - ☐ Two (2) copies of step and rail detail
    - ☐ Two (2) copies of deck plans, if a deck is being installed
    - ☐ Two (2) copies of new roof details\*
  - ☐ Stormwater Management form or Stormwater Management waiver (from station 8)
  - ☐ Filing fee: \$125 per application
- No energy form is required
- No code analysis on plans is required

**Check(s) made payable to Montgomery County**

\*Note: Double-wide trailers used as single family homes outside a Trailer Park must have roof framing to meet current CABO code requirements.

9/22/08 Edk



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

**RESIDENTIAL TOWNHOUSE CHECKLIST**

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment Control Number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
- ☐ If the address is within the city limits of Poolesville, Bamsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ Two (2) complete sets of construction drawings for each house type
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
- ☐ Five (5) complete sets of site plans showing the location of the proposed structure(s)
- ☐ Two (2) copies of the energy calculations for each house type
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ **One building** per application (may include several units)
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

9/22/98 Edit



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

Robert C. Hubbard  
*Director*

**DUPLEX DWELLING CHECKLIST**

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment Control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, supply a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ Two (2) complete sets of construction drawings (no seals or signatures are required)
- ☐ Five (5) complete sets of site plans showing the location of the proposed structure(s)
- ☐ Two (2) copies of the energy calculations for each house type
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application (**one building with two units**)

**Check(s) made payable to Montgomery County**

9/22/98 Edk



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

**MODEL HOUSE TYPE**  
**\*INITIAL SUBMISSION\***  
**FOR SINGLE FAMILY DWELLINGS**

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
  - ☐ Modular homes - supply the manufacturer's name and verifiable Maryland State model number
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ One (1) complete set of construction drawings (including all options) for each house type
  - ☐ Maximum construction drawing sheet size: 24" x 36"; minimum: 11" x 17"
  - ☐ Architects scale: 1/4"=1' or 1/8"=1'
- ☐ One (1) complete set of reproducible and one (1) clean set of construction drawings are to be submitted after the first set is reviewed and any corrections have been made (your Plans Reviewer will contact you directly for these)
- ☐ Five (5) complete site plans, six (6) if the property is on well and/or septic, showing the location of the proposed structure(s)
- ☐ Two (2) copies of the energy calculations for each house type
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

\*Note: It is the Applicants responsibility to maintain one set of approved construction plans at each job site for Field Inspectors

9/22/98 EdR



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

**MODEL HOUSE TYPES**  
**\*REFER-BACK\***  
**FOR SINGLE FAMILY DWELLINGS**

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
  - ☐ The original building permit number for the house type being referred-back to should be written on line 1D (permit must number must begin: 980901.... or be on the approved list for the current code review)
  - ☐ Indicate the model name, number or type on the application
- ☐ If the address is within the city limits of Poolesville, Bamsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ No Construction Drawings are required
- ☐ Four (4) complete site plans, five (5) if the property is on well and/or septic, showing the location of the proposed structure(s)
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

\*Note: Model House Type Refer-backs do not have to be within the same subdivision as the initial submission.

9/22/98 EdR



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

**MODEL HOUSE CHECKLIST**  
**INITIAL SUBMISSION**  
**FOR TOWNHOUSES**

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of A
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ One (1) complete set of construction drawings (including all options) for each different model
  - ☐ Original seal and signature of a Maryland registered architect or engineer on each page
  - ☐ Maximum construction drawing sheet size: 24" x 36" ; minimum sheet size: 11" x 17"
  - ☐ Architects scale: 1/4"=1" or 1/8"=1'
- ☐ One (1) set of reproducible and one clean set of construction drawings are to be submitted after the first set is reviewed and any corrections have been made (your Plans Reviewer will contact you directly for these)
- ☐ Five (5) complete site plans showing the location of the proposed structure(s)
- ☐ Two (2) Energy Worksheets for each house type
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ **One building** per application (may include several units)
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

\*Note: It is the Applicants responsibility to maintain one set of approved construction drawings at each job site for Field Inspectors.

9/22/98 Edit





DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

Robert C. Hubbard  
*Director*

**MODEL HOUSE TYPE**  
**\*REFER-BACK\***  
**FOR TOWNHOUSES**

- ☐ Completed, signed 4-part Building Permit application
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
  - ☐ The original building permit number for the house type being referred-back to should be written on line 1D (permit must number must begin: 980901.... or be on the approved list for the current code review)
  - ☐ Indicate the model name, number or type on the application
- ☐ If the address is within the city limits of Poolesville, Bamsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ No Construction Drawings are required
- ☐ Four (4) complete site plans, five (5) if the property is on well and/or septic, showing the location of the proposed structure(s)
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ **One building** per application (may include several units)
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

\*Note: Model House Type Refer-backs do not have to be within the same subdivision as the initial submission.

9/22/98 Edit



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

Robert C. Hubbard  
*Director*

**BUILDING PERMIT REISSUE CHECKLIST**  
**(For Change of Contractor or Expired Permit)**

- ☐ Completed, signed 4-Part Building permit Application
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number and fax number written on the application
  - ☐ Verifiable, active building permit number written on line 1D
  - ☐ Verifiable Montgomery County Building Contractor's license number
    - ☐ If the owner is the new builder, provide a copy of the recorded deed and complete the owners affidavit on the back of the application
- ☐ Original construction drawings plus one (1) clean copy of the construction drawings
- ☐ Subdivision Development form
  - ☐ A copy of the receipt for the driveway bond showing applicant as owner of the bond
  - ☐ If applicable, a copy of the letter conveying ownership of the existing driveway bond to the new applicant
- ☐ A copy of the receipt for the Stormwater/Sediment Control bond showing applicant as owner of the bond **OR**
  - ☐ If applicable, a copy of the letter conveying ownership of the existing bond to the new applicant
- ☐ Filing fee: \$125 for Residential permits, \$250 for commercial permits

**Check(s) payable to Montgomery County**

9/22/98 EdH



DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
County Executive

Robert C. Hubbard  
Director

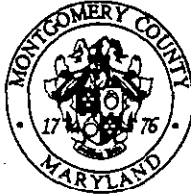
**\*REFER-BACKS**  
**FOR SINGLE FAMILY HOMES including TOWNHOMES**

**\*For the purposes of permit processing, this Refer-Back is defined as:** an application for the construction of a new structure when the identical structure has had prior approval by the County under another application, and the structure is **within the same subdivision.**

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Sediment control number written at the top of the application
  - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ The original building permit number for the house type being referred-back to written on line 1D (permit must number must begin: 980901.... or be on the approved list for the current code review)
  - ☐ Indicate the model name, number or type on the application
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the building permit or approval from them is required
- ☐ If there has been a Special Exception granted for this lot from the Board of Appeals, supply a copy
- ☐ Impact Tax Credit Application with original signatures, if applicable
- ☐ DAP agreement, if applicable
- ☐ Four (4) complete site plans, five (5) if the property is on well and/or septic, showing the location of the proposed structure(s)
- ☐ Stormwater Management form
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

9/22/98 Edk



DEPARTMENT OF PERMITTING SERVICES

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County Executive

Robert C. Hubbard  
Director

TRAILER PARK REPLACEMENT TRAILERS  
(installed on existing pad)

- ☐ Completed, signed 4-Part Building Permit application
    - ☐ Contact person's name, telephone number, and fax number written on the application
  - ☐ Provide the manufacturer name and the model number. The model number must be approved by the Maryland Department of Housing & Community Development(DHCD). Their Telephone number is (410) 514-7220.
  - ☐ Three (3) site plans showing the position of the trailer on the space.
  - ☐ Two (2) sets of construction drawings, to include:
    - ☐ Two (2) Floor Plans
    - ☐ Two (2) copies of foundation information
    - ☐ Two (2) copies of step and rail detail (if applicable)
    - ☐ Two (2) copies of deck plans (if a deck is being installed)
  - ☐ Filing fee: \$125 per application
- No energy form is required
- No code analysis on plans is required

Check(s) made payable to Montgomery County

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DEPARTMENT OF PERMITTING SERVICES

Douglas M. Duncan  
*County Executive*

Robert C. Hubbard  
*Director*

**\*REVISION GUIDE #1**

**NEW SINGLE FAMILY DWELLING CHECKLIST FOR - SITE CHANGE**

**\*For the purposes of permit processing, this "Revision" is defined as:**

Any change to a site plan(s) which has already been approved and had a building permit issued. The permit must still be valid and not have had a final inspection.

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Sediment Control permit number written at the top of the Building Application.
  - ☐ Contact person's name, telephone number and fax number written on the Building Application
  - ☐ The original building permit number should be written on line 1E.
  - ☐ "Site Change Only" should be written on the Building Application just above item 1B
  - ☐ Verifiable Montgomery County Building Contractor's license number (if applicable)
- ☐ If the address is within the city limits of Poolesville, Barnsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the approval or building permit revision from them is required
- ☐ Four (4) complete site plans, five (5) if the property is on well and/or septic, showing the new location of the proposed structure(s)
- ☐ If the address is in an Impact Tax area, a copy of the Impact Tax payment receipt is required
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

9/22/08 EdR



DEPARTMENT OF PERMITTING SERVICES

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County Executive

Robert C. Hubbard  
Director

**\*REVISION GUIDE #2**

**SINGLE FAMILY DWELLING**

**HOUSE TYPE/MODEL CHANGE REVISION CHECKLIST**

**\*For the purposes of permit processing, this "Revision" is defined as:**

Any change to the construction plan(s) and/or site plan(s) which has already been approved and had a permit issued. The permit must still be valid and not have had a final inspection.

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Sediment Control permit number written at the top of the application.
  - ☐ Contact person's name, telephone number and fax number written on the application
  - ☐ Verifiable Montgomery County Building Contractor's license number
  - ☐ "House Type Change Only" should be written on the application just above item 1B
  - ☐ The original building permit number should be written in on line 1E of the application
- ☐ If the address is within the city limits of Poolesville, Bamsville, Brookeville, Chevy Chase, Laytonsville or Washington Grove, a copy of the approval or building permit from them is required
- ☐ DAP agreement, if applicable
- ☐ Impact Tax and/or DAP payment receipt copy, if applicable
- ☐ Two (2) complete sets of construction drawings\*
- ☐ Two (2) copies of the energy calculations for each house type
- ☐ Four (4) complete site plans, five (5) if well and/or septic showing the location of the proposed structure
- ☐ Subdivision Development form
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

\*Note: If referring back to a valid, previously approved model, no construction plans are required. The building permit number for the house type being referred back to should be written on line 1D of the 4-part Building Permit application

9/22/08 Edit



## DEPARTMENT OF PERMITTING SERVICES

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County Executive

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Director

### REVISION GUIDE #3

#### **\*REVISION - NEW SINGLE FAMILY DWELLING CHECKLIST (STRUCTURAL CHANGES)\***

**\*For the purposes of permit processing, this "Revision" is defined as:**

Any change to the construction plan(s) which has already been approved and had a permit issued, is still active and has not had a final inspection.

- ☐ Completed, signed 4-Part Building Permit application
  - ☐ Contact person's name, telephone number and fax number written on the application
  - ☐ "Interior Only" should be written just above item 1B
  - ☐ The original building permit number should be written on line 1E
  - ☐ Verifiable Montgomery County Building Contractor's license number
- ☐ The original stamped, approved set of construction drawings issued with the original building permit
- ☐ Two (2) sets of construction drawings showing all changes
- ☐ Filing fee: \$125 per application

**Check(s) made payable to Montgomery County**

**\*SPECIAL NOTE:**

IF these changes are done by the original contractor, the application will be submitted to Station #3 for a Walk-thru Building Permit.

9/22/98 EdR